

Following documents are available to view and print from MyView platform:

- Payslips
- P60's
- P11D
- Following personal details can be changed/completed via MyView platform:
- Name
- Contact Details
- Equal Opportunity Details
- Bank Details
- Emergency Contact details
- Starter Declaration

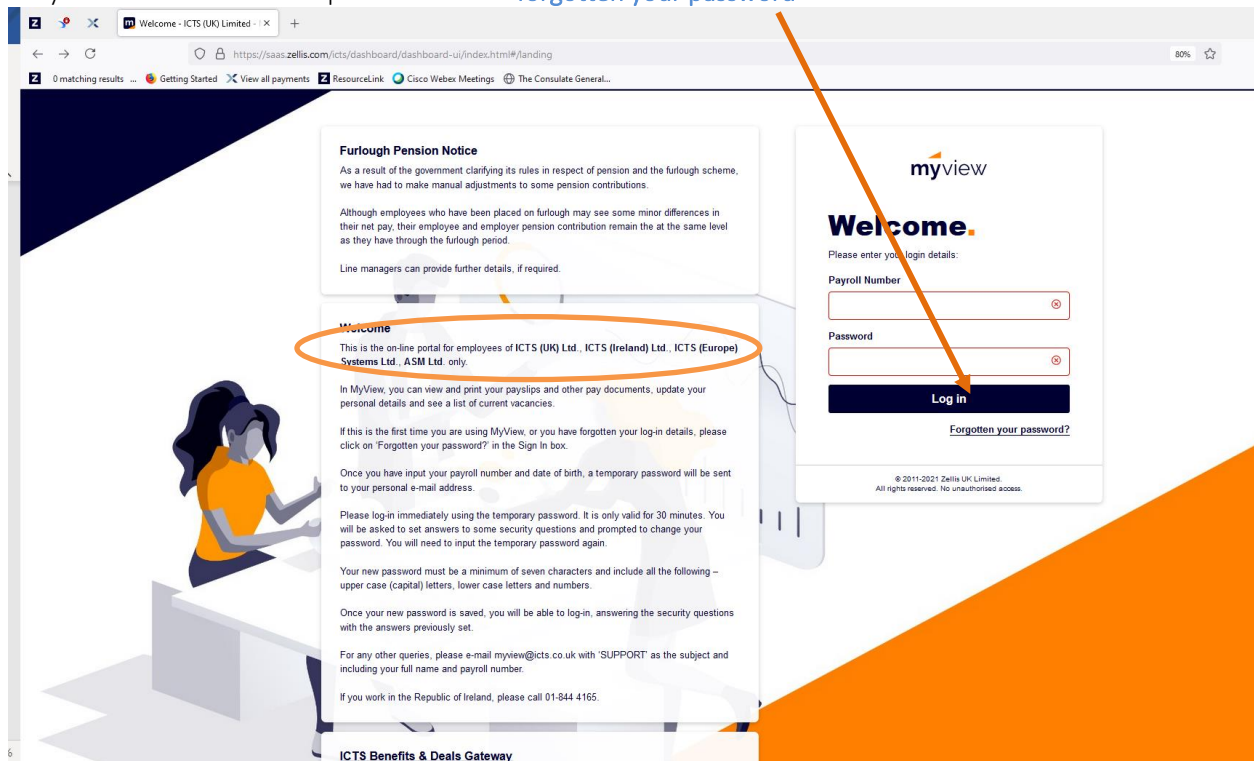
You will only be able to Log in after your first date of commencement with ICTS.

- Please click on this link to the MyView site <https://saas.zellis.com/icts/dashboard/dashboard-ui/index.html#/landing>.

If the page you have arrived at does not show the ICTS logo you are on the wrong site and need to double check the website address and try again.

- There are instructions on the Home Screen of the site please ensure you read the on screen information before following the next steps.

- On your first visit to the site please click the “[forgotten your password](#)”.



Forgotten your password?

You will be sent an email with a temporary password. You have 30 minutes to amend the temporary password before you are locked out of the system.

Payroll Number

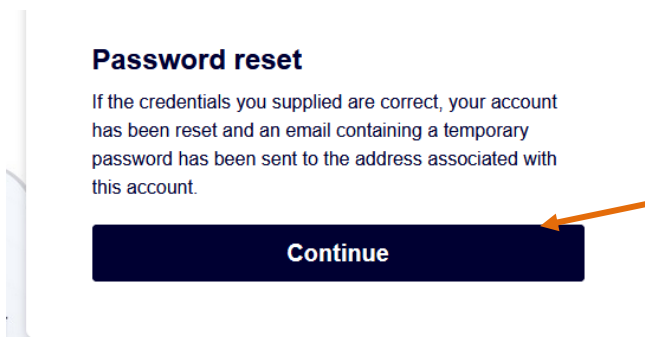
What is your date of birth? (DDMMYYYY)

Reset my account

< Back

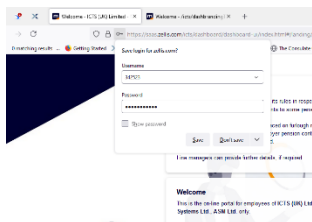
- You first need to click the “[Forgotten your Password](#)” button.
- Your payroll number will be either 4 or 5 digits if you’re a UK employee or 5 digits with an “I” at the start for Republic of Ireland employees e.g. **I*******. This can either be found on your ICTS ID Badge (not your airport ID) or an old paper payslip or P60 document.
- Your date of birth must be entered in the following format **DDMMYYYY** without any spaces, dots or slashes. e.g. a date of birth of **14th February 1980** must be entered on the website as **14021980**
- Click reset my account.

Please note it will not tell you if you have entered your details incorrectly or we have not received the correct email, you will not receive the email containing your temporary password.



- If your details entered are correct and match the data held on the payroll system a temporary password will be emailed to you. This temporary password will expire after **30 minutes** and if allowed to lapse you will need to go back and start again.

- Please click the continue tab to go back to the login screen
- Once clicked you should arrive back at the MyView home screen
- Once you have received the temporary password email please enter your payroll number into the website and then highlight and copy the temporary password from the email and paste into the password box on the website.



MyView - Forgotten Password



myview@icts.co.uk

To [REDACTED]

Dear [REDACTED]

Please note we have generated a temporary password for you. Your password has been reset to:

G2yySFh

The next time you log into MyView you will be prompted to change your password.

Thanks

MyView System Administrator

- If you receive a pop up asking to save password, please don't save for security reasons.

Security questions

Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

What is your date of birth? (DDMMYYYY)

✓ Verify

Security questions

Please set the answers to the following security questions so that they can be stored in ResourceLink Aurora and used to validate access to MyView later.

What is your favourite colour?

What is your mothers maiden name?

✓ Set Answers

- You will now be sent to the following screens to re-enter your date of birth in the same format **DDMMYYYY** and then click the **“Verify”** button.
- You will then be sent to the next screen that will ask you to set your answers to the 2 security questions. **All answers are case sensitive so please ensure you remember how you enter the answers**
- Click **“Set Answers”**, you will now be directed to the screen to set your new password below.

Change your password

To change your password you must have a minimum of 7 characters. The password must also include all of the following 3 formats - Numeric, Upper Case and Lower Case e.g. Myview2013

Username

Current Password

New Password

Confirm Password

Submit ✓

- The “**Current Password**” will be the temporary one that has been emailed to you.

Your new password must not have been used before and will include all 3 of the following 3 formats; Numeric, upper case letters and lower-case letters. Password must be a minimum of 7 characters.

Some examples of acceptable passwords include

Payroll01
Tuesday15
Payslips123

Please choose your own password for security reasons and don't share with anyone.

- Once completed click the “**Submit**” button – Please note the system will not allow you to use a password that you have previously used.

Welcome.

Please enter your login details:

Payroll Number

Password

Log in

[Forgotten your password?](#)

- You will now be directed back to the login screen to login using the details that you set up.
- Enter your payroll number and pre-set password and click “**Sign In**”
- Verify your date of birth in the format of **DDMMYYYY**.
- You should now see the MyView Dashboard on the screen along with your last three payslips and P60s like the example below
- Welcome to the MyView self service platforms.

- To log out from the platform click the “**Sign Out**” button to safely log out.

myview
USSRA
Payroll Supervisor

Dashboard

- View Pay Documents
- Personal Details
- Starter Declaration
- Leave Management
- Internal Recruitment

Welcome USSRA

Edit dashboard

3 Pay Documents

Payslips

- 15 Jun
- 14 May
- 15 Apr

P60

- 2020
- 2019
- 2018

Leave Management Balance

Holiday

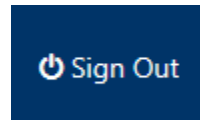
20 Days Available

5 Days Taken

Request

Authorisation

You have nothing to authorise



If you have any questions or queries please do not hesitate to contact the MyView system administrator via email myview@icts.co.uk or call

020 7874 7576 - 9am to 5pm for UK queries
01 844 4165 for the Republic of Ireland