Wiltshire Council

RPowered Employee Registration Instructions

1	Navigate to https://wiltshire.rpowered.com/signon.rx **TIP**: Set this as a favourite for future navigation **TIP**: You can use any of the available search engines to find the site, by searching for 'Wiltshire Rpowered'. Select the Register Now option.	**Wiltshire Council** **Payroll Provider** Please enter your email address and password Email address Password 🔒 Log In ...or Register now ⑦ Did you forget your password?
2	Please complete all the fields. **Please Note:** Your password must be 'strong' and contain at least 8 characters. This must be a combination of upper- and lower-case letters and numbers. A special character (such as ! or ?) must also be used. To obtain your Secret Code you will need to confirm your National Insurance number, start date and place of work to payslipinformation@wiltshire.gov.uk Please note that a secret code is only generated when a document is uploaded to RPowered for yourself. If you don't have a secret code yet, then the team will **Pre-Register** you to be sent an activation link the moment a document is uploaded. Select **Next**	**Wiltshire Council** **Create a new account** Please enter your details to sign up for a new account. All fields must be completed. We will send you a confirmation email, so please enter your current email address First name Last name Email address Your password must be 'strong' and contain at least 8 characters. This must be a combination of upper and lower case letters and numbers. We will never ask you for your password and you must not disclose it to others. Password Confirm password Type your password
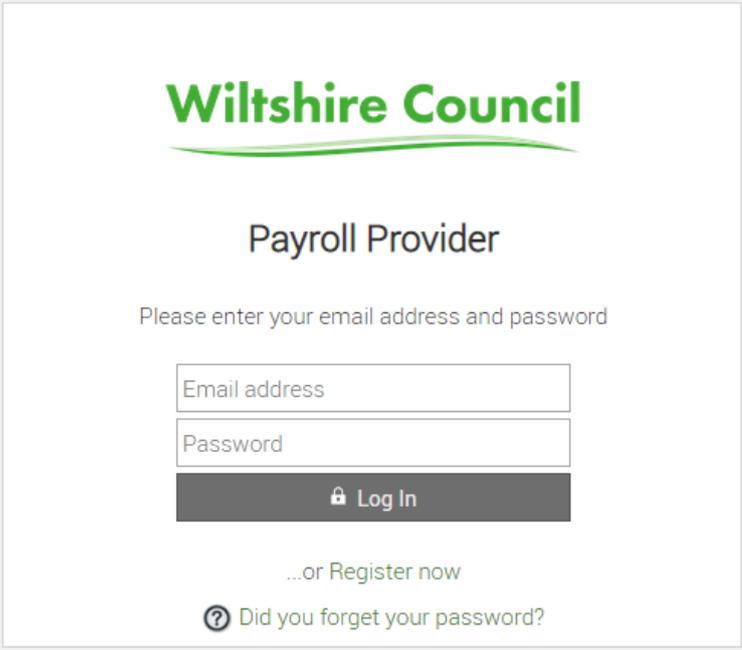
If you have any problems registering please email us at payslipinformation@wiltshire.gov.uk

3	Carefully review the details entered & accept the Terms of Use Select **Finish**	**Wiltshire Council** Review your details Please review your details below. We will then send you a **confirmation email** to activate your account Full Name Email Address NI Number Secret Code ☐ I have read and I agree to the Terms of Use 🔒 Finish Back
4	You will then receive an activation email from noreply@rpowered.com Select the **Activate My Account** link from the email **Please Note:** This email may be filtered into your junk folder. Please check this folder in the event the activation email doesn't appear in your main inbox.	**Wiltshire Council** **Welcome to RPowered** Dear Employee, Thank you for registering. All you have to do now is activate your account by clicking the activation link below. Once your account has been activated, you can log in with your email address and the password you chose when you registered. You can change your password at any time through your account profile, by clicking your name next to the log out button. Activate My Account Regards, The Team at RPowered
5	Select the Login option. Enter your **username** (email address) and **password** you chose during the registration process.	**Account Enabled** You may now Log In with your email address and password
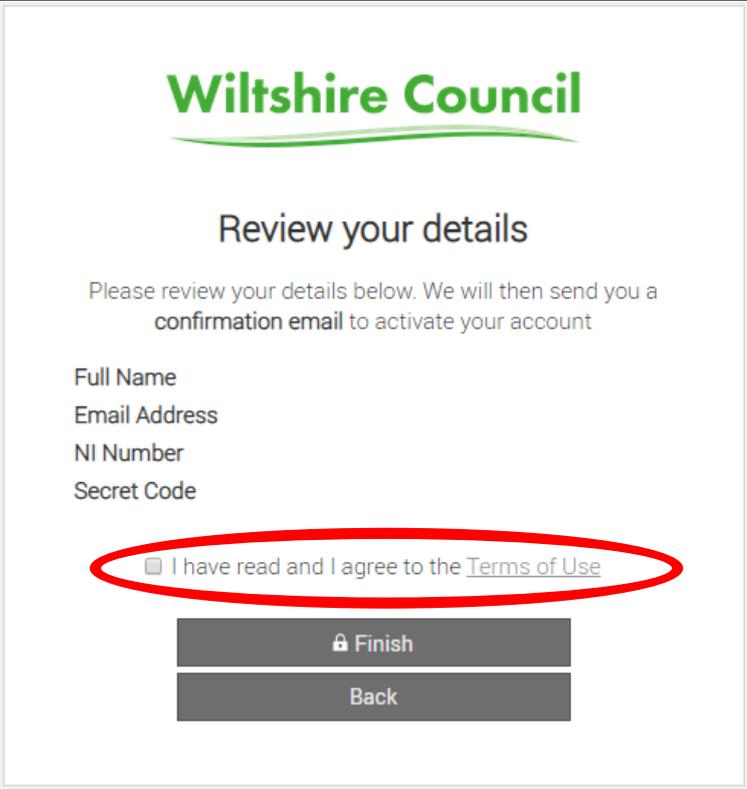
If you have any problems registering please email us at payslipinformation@wiltshire.gov.uk