

MYSHIPSHAPE PORTAL *and* PAYSLIP ACCESS



Construction Industry
Scheme (CIS)



Professional Employment
Organisation (PAYE)



Umbrella
(PAYE)



Payroll Bureau
(PAYE)

Activate & Access Your Portal



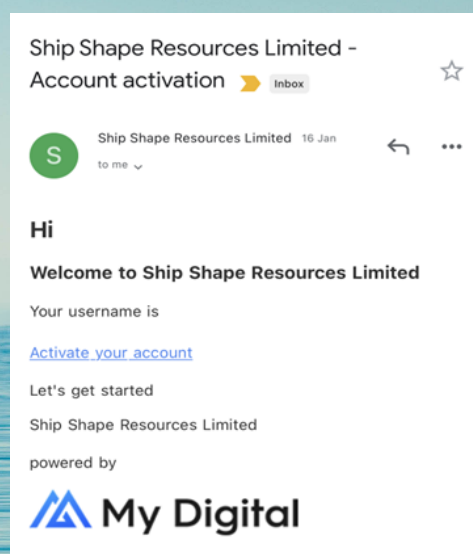
You will need to activate your account on an internet browser via computer or phone, **before** using the My Digital Accounts (MDA) app

1

You will receive an 'Account Activation' email from Ship Shape, providing your Username (your email address) and a link to activate your account.

Please follow the link in this email and create your password.

Please check your junk/spam folder in case this email gets lost



2

Your password should contain a minimum of 8 characters.

Please set your password

Password

Your password should contain:

- a minimum of 8 characters

Confirm Password

Submit



Activate & Access Your Portal



3

It will then ask you to sign in again, this will be with your email and the password just created.

Welcome to Ship Shape Resources Limited

	<input type="text" value="Enter username"/>
	<input type="password" value="Enter password"/>

☐ Keep me signed in [Forgot Password?](#)

LOGIN

4

When you have logged in successfully, you will see this image



Download Mobile App



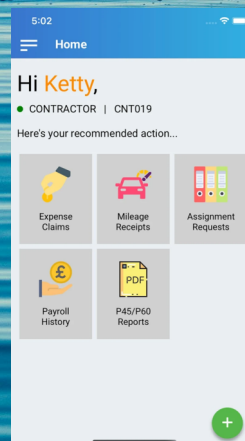
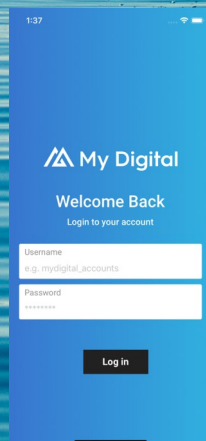
You can use the My Digital Accounts App **after** you have activated your account



Download on the
App Store



GET IT ON
Google Play



Unfortunately, if you are Self Employed or Self Employed CIS, you cannot use the My Digital Accounts app at this time.

Our online portal can be used on your mobile browser and is 'phone friendly'

View & Download Payslips



Online Portal

1

Head to the **MyShipShape** portal login page [here](#) or hit the **MyShipShape** button in the top right corner of our website, and login.

To view your payslips, click on the 'Payroll' option



2

You will now see the following screen.

By using the date filters, you will be able to view a list of all payslips issued within that time period.

If you are looking for your payslip for the current pay period, include the Friday of the week, as this will likely be your payment date.

Payroll History

Pay Date From	Pay Date To	Payment Frequency	Email Status	
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="button" value="Q"/> <input type="button" value="X"/>

View & Download Payslips



Online Portal

3

Your payslips will be listed like either of the below

Payroll History													
Employee Name/No		Pay Date From		Pay Date To		Payment Frequency		Email Status					
<input type="text"/>		<input type="text" value="dd/mm/yyyy"/>		<input type="text" value="dd/mm/yyyy"/>		<input type="text" value="Select"/>		<input type="text" value="Select"/>		<input type="button" value="Q"/> <input type="button" value="X"/>			
Pay Date	TW	Employee No	Employee Name	Tax Co	GP	Mar	Exp	PAYE	Total	Bank Dat	Mail	Action	
25/11/2022	34	CAE1065	Test CAE	259T	1,426.87	15.00	0.00	234.00	892.63	08/12/2022	<input checked="" type="checkbox"/>	<input type="button" value="Download"/>	<input type="button" value="Print"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> 1 / 1 <input type="button" value="Items per page"/>													1 - 1 of 1 items

Payroll History													
Pay Date From		Pay Date To		Payment Frequency		Email Status							
<input type="text" value="dd/mm/yyyy"/>		<input type="text" value="dd/mm/yyyy"/>		<input type="text" value="Select"/>		<input type="text" value="Select"/>		<input type="button" value="Q"/> <input type="button" value="X"/>					
Pay Date	TW	Employee No	Employee Name	Tax Co	GP	Mar	Exp	PAYE	Total	Bank Dat	Mail	Action	
01/12/2022	35	CIS1056	Test CIS	-	1,370.00	48.00	0.00	396.60	925.40	13/12/2022	<input checked="" type="checkbox"/>	<input type="button" value="Download"/>	<input type="button" value="Print"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> 1 / 1 <input type="button" value="Items per page"/>													1 - 1 of 1 items

4

To download your payslip, press the download button.



As a security measure, once you've downloaded your payslip, to view it, you will be asked to enter a password, this is your Post Code.

The correct format to use is 'AB12CD'.
Please use capital letters with NO spaces separating your post code.

View & Download Payslips



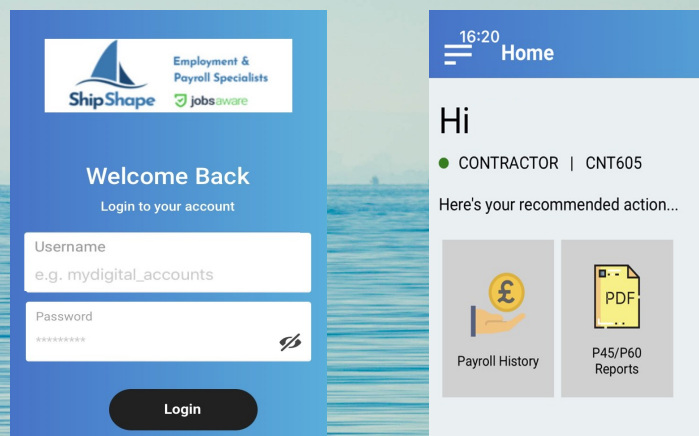
Mobile App

Unfortunately, if you are Self Employed or Self Employed CIS, you cannot use the My Digital Accounts app at this time.

Our online portal can be used on your mobile browser and is 'phone friendly'

1

To view your payslips, click on the 'Payroll History' option



2

You will now see the following screen.

By using the date filters, you will be able to view a list of all payslips issued within that time period.

If you are looking for your payslip for the current pay period, include the Friday of the week, as this will likely be your payment date.

A screenshot of the "Search" modal in the ShipShape mobile app. It has a blue header bar with the word "Search" and a close icon. Below the header, there are three sections: "Pay Date From" with a text input field and a calendar icon, "Pay Date To" with a text input field and a calendar icon, and "Payment Frequency" with a text input field and a dropdown arrow. At the bottom, there are two buttons: "Clear" and "Search".

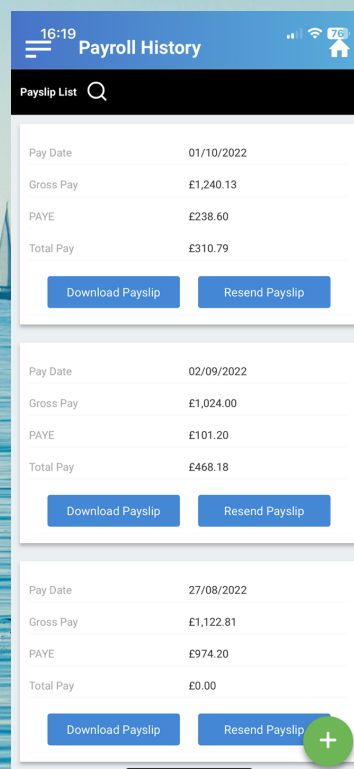
View & Download Payslips



Mobile App

3

Your payslips will be listed like below



4

To download your payslip, press the download button.

[Download Payslip](#)

As a security measure, once you've downloaded your payslip, to view it, you will be asked to enter a password, this is your Post Code.

The correct format to use is 'AB12CD'.
Please use capital letters with NO spaces separating your post code.

CONTACT US



**If you have any further questions, please contact us
as we are here to help**

Customer Service

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020 7706 5200

Payroll

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TN4 8AS.

Proudly Supporting

**YOUNG LIVES
vs CANCER**



Self-Employed /
CIS
Accredited
Member



Umbrella
Accredited
Member