



# Sovereign Upload Portal



## How to activate your account

This guide will help you register for the Sovereign Upload Portal.

The Sovereign Upload Portal is the “doing” portal. It is to be used for data input and it also provides an “Application Programming Interface” (API) for quick and easy administration. This API interacts with payroll providers and payroll systems.

This portal can be used for:

- » Uploading joiner and leaver member data (unless you use a payroll provider that does it for you).
- » Uploading contribution data (unless you use a payroll provider).
- » Making member amendments.
- » Creating and revoking API keys for payroll providers.

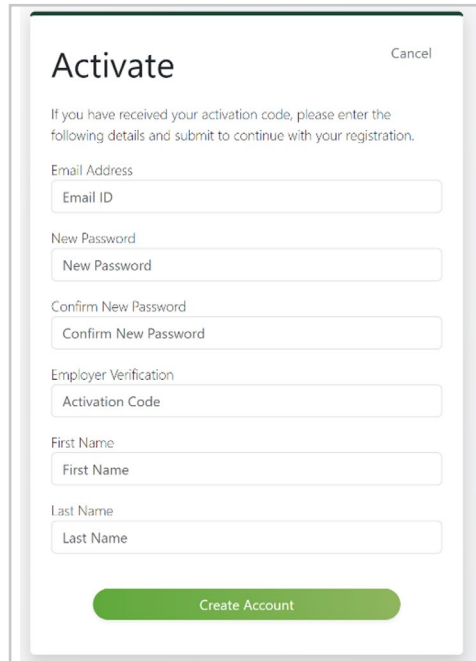
Please make sure your data input is accurate. Avoid any unnecessary spaces and for the name, input it as you would expect it to be seen because this will be ingested into the Sovereign administration system.

You will need to have your Sovereign Welcome email handy. If you haven't received it, please check your spam folder, if it's not there contact the Sovereign team.

1. Go to [sovereignemployeebenefits.com](https://sovereignemployeebenefits.com) and select Auto-Enrolment Plans – Retirement Planning – Employee Benefits (sovereignemployeebenefits.com).
2. You'll be presented with this screen:

The screenshot shows a login/activation interface for the Sovereign Upload Portal. At the top is the Sovereign logo. Below it are two input fields: 'Email Address' with a placeholder 'Email ID' and 'Password'. A link for 'Forgot Password?' is located to the right of the password field. A blue 'Sign In' button is centered below the fields. Below the button is the text 'Don't have an account? Activate'. At the bottom, there is an 'Or' separator and a 'Sign in with ESS' button.

3. Click the 'Activate' button and you'll be presented with this screen:



The screenshot shows a web form titled "Activate" with a "Cancel" link in the top right corner. Below the title, there is a paragraph: "If you have received your activation code, please enter the following details and submit to continue with your registration." The form contains several input fields: "Email Address" with a sub-label "Email ID", "New Password", "Confirm New Password", "Employer Verification" with a sub-label "Activation Code", "First Name", and "Last Name". At the bottom of the form is a green button labeled "Create Account".

4. You will have received a Welcome email from the Sovereign team that have provided you with:

- A. Your Sovereign Upload Portal activation code.
- B. Your Employer Self Service (ESS) portal code.

If not, please check your spam folder.

5. Complete your information and insert the Sovereign Upload Portal activation code found in the Welcome email.

6. You will need to send a verification code to your email address, enter this code in the verification code section.

7. Click 'Create Account'. You will now be ready to log-in with the details you have entered.

If you have any issues please contact the Sovereign team.

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