



How to gain an API key for your payroll software

This guide shows you how to get an API key which you can give to your payroll provider.

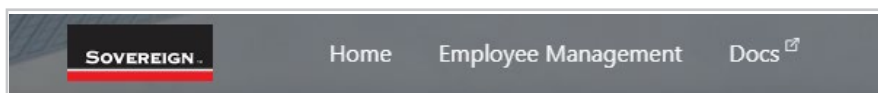
The Sovereign Upload Portal is the “doing” portal. It is to be used for data input and it also provides an “Application Programming Interface” (API) for quick and easy administration. This API interacts with external systems used, for example, by payroll providers.

An API key is a unique identifier used to authenticate and authorise an application/system or user. So it gives permission for two systems to talk to each other. For example it will allow your payroll provider system to exchange data directly with the Sovereign system. However, you have control of your data, therefore you have to create an API key and give it to your payroll provider. You can also revoke it if you change provider. Please see the appropriate guide for this process.

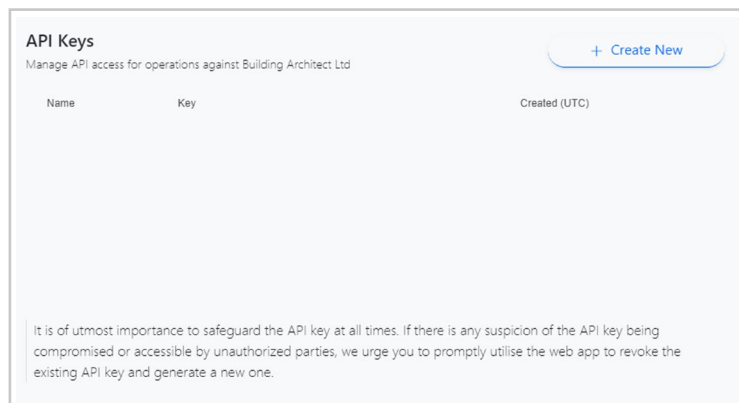
If your payroll provider asks for the API specification then please refer them to this link: <https://docs.sovereignpension.com/api-specification/>

It is important that you keep API key information confidential as it is part of your digital security.

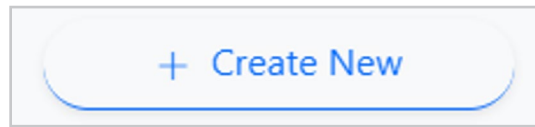
1. To navigate to the API keys page, click on the ‘Home’ tab.



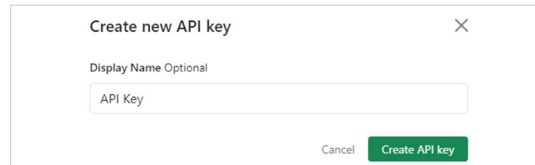
2. You'll be presented with this screen.



3. To create a new API key, click the '+ Create New' button.

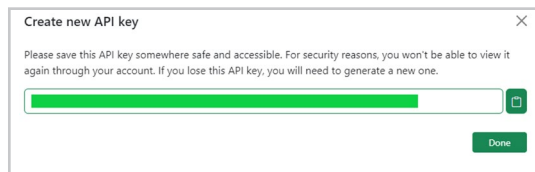


4. Type in the key name you want. This needs to be something that you can easily identify!



5. When you are happy with you API key name Click 'Create API key'.

6. You'll be presented with this screen,



and you can copy the key by clicking this button.



Save this key somewhere safe and accessible. For security reasons, once you leave this box, you won't be able to view it again on this portal.

(If you lose this key you will need to revoke it, then generate a new one).

7. Once you have the key saved in a safe location, you can click 'Done'.

8. The key will now be present on the 'Home' screen.

Name	Key		Created (UTC)
API Key	[Redacted]	edit revoke	[Redacted]

Additional Information

The only feature of the API key you will be able to edit is the name. You can do this by clicking on the 'edit' button displayed with the corresponding API key.

Sovereign Pension Services (CI) Limited and Sovereign Trust (Guernsey) Limited are licensed under The Regulation of Fiduciaries, Administration Businesses and Company Directors, etc. (Bailiwick of Guernsey) Law, 2020, and are regulated by the Guernsey Financial Services Commission. Their registered offices are at Suites 3A & 3B, Third Floor, Frances House, Sir William Place, St Peter Port, Guernsey, Channel Islands GY1 1GX. The registration numbers are 68550 and 51015 respectively.

Sovereign Pension Services (CI) Limited and Sovereign Trust (Guernsey) Limited are regulated by the Guernsey Financial Services Commission and licensed in respect of the formation, management, and administration of pension schemes.

© Sovereign Media (IOM) Limited, 2024