



## How to sign in to your account

This guide shows you how to sign in to the Sovereign Upload Portal, accessed via the [website](#).

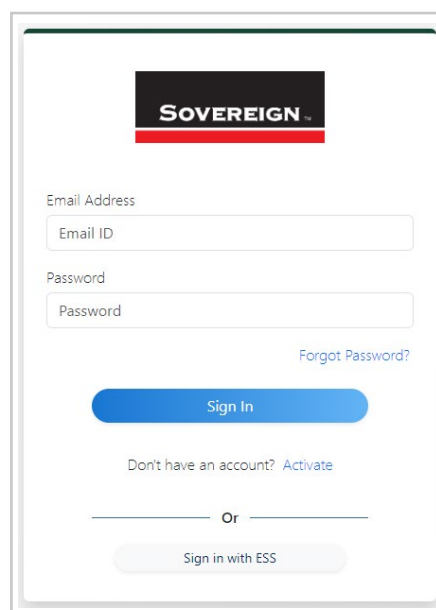
The Sovereign Upload Portal is the “doing” portal. It is to be used for data input and it also provides an “Application Programming Interface” (API) for quick and easy administration. This API interacts with payroll providers or applications.

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 returns creator or 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 administration system.

1. Go to [sovereignemployeebenefits.com](https://sovereignemployeebenefits.com) Select > [Auto-Enrolment Plans – Retirement Planning – Employee Benefits \(sovereignemployeebenefits.com\)](#)
2. You will be presented with this screen:



The screenshot shows the Sovereign Upload Portal sign-in interface. At the top is the SOVEREIGN logo. Below it are two input fields: 'Email Address' with a placeholder 'Email ID' and 'Password' with a placeholder 'Password'. To the right of the password field is a blue link for 'Forgot Password?'. Below the input fields is a blue 'Sign In' button. Underneath the button is the text 'Don't have an account? [Activate](#)'. At the bottom, there is a horizontal line with 'Or' in the center, and below that is a grey button labeled 'Sign in with ESS'.

3. Enter the details you have created when activating your account for this portal.

## Additional Information:

- If you have not yet created your account, go to the 'How to get activation code and set-up account for the Portal' guide.
- If you have **forgotten your password**, click the 'Forgot Password?' button:
  1. Type in the email address you have used to create your account.
  2. Click 'Send verification code'.
  3. You will receive an email with the verification code included on it.
  4. Copy that code over and enter it into the Verification Code box.
  5. Click 'Verify code'.
  6. Once verified, the system will prompt you to set a new password. Enter a memorable yet secure password then click 'continue'.
  7. You will then be logged into the system and your new password will be saved to the corresponding account.

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