



Epay security set-up

Each time you log on to the Epay website, you will need your Epay account password and a security token code. Using your password and a code together is called two-factor authentication (2FA). 2FA helps protect your information.

This guide will help you set up your security details and Epay account for the first time. You only need to follow this process once.

You should have a welcome e-mail from **Epay** (admin@epay.myaceni.co.uk), it contains a **temporary password**. It will have been sent to the e-mail address provided on your new starter form. Please check your spam / junk folder as well as your inbox.

If you need the e-mail resending, contact the BSC Enquiry team at bsc.enquiries@leeds.gov.uk or 0113 37 60350

Before you start you will need:

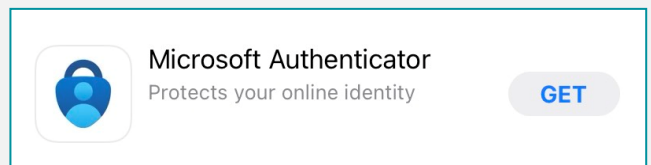
- ✓ 10 minutes of your time
- ✓ A smartphone or tablet device
- ✓ A connection to the internet
- ✓ Your national insurance number
- ✓ Your Epay password

Step 1 – Download the Microsoft Authenticator app

To create a security token code each time you log in to **Epay**, you will need an **authenticator** app on your device. This guide will show how to set up and use **Microsoft Authenticator**. It is free to download.

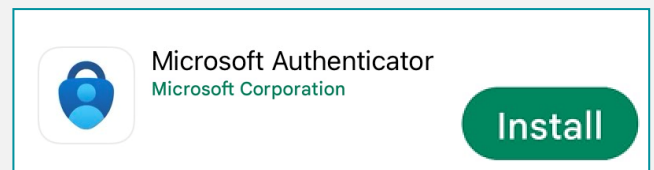
On an Apple device

Open the **App Store**; search for **Microsoft Authenticator** and click **GET** to download – alternatively [click here to download and install the Authenticator app](#).



On an Android device

Open **Google Play**; search for **Microsoft Authenticator** and click **Install** – alternatively [click here to download and install the Authenticator app](#).



For assistance with downloading and installing the Microsoft Authenticator app on your device; please refer to the online **Microsoft** support which can be found via the following link:

[Download and install the Microsoft Authenticator app.](#)

Step 2 - Logging in to Epay

Open your internet browser.

Go to the Epay website:

<https://epay.myaceni.co.uk/bscleeds>

Enter your Username. It's your National Insurance (NI) number i.e. AB123456C.

Only use capital letters.

Forgotten your NI number? It's on your previous payslips.

Enter your Password exactly as it appears in your Epay welcome email.

Set a new password. It must have:

- at least 8 characters
- at least 1 capital letter
- at least 1 number

Tap **Save** and **Epay** will confirm the details are saved.

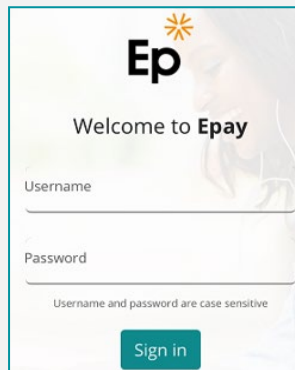
Click **Return to Login** and sign in using your new password.

Epay will prompt you to link **Microsoft Authenticator** to your account.

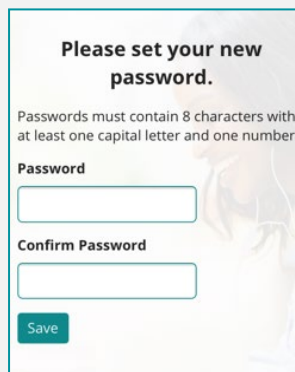
Copy or note the code in bold beneath the barcode.

NOTE; If there is an 'O' or an 'I' in the code - these are uppercase letters, NOT numbers.

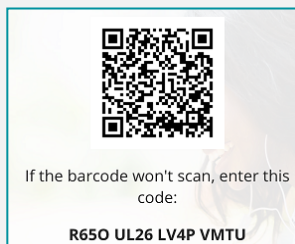
Leave your Epay browser window open on this page



The image shows the Epay login page. At the top, there is the Epay logo and the text "Welcome to Epay". Below this, there are two input fields: "Username" and "Password". A note below the password field states "Username and password are case sensitive". At the bottom, there is a green "Sign in" button.



The image shows the "Please set your new password" screen. It includes a note: "Passwords must contain 8 characters with at least one capital letter and one number." There are two input fields: "Password" and "Confirm Password". A green "Save" button is at the bottom.

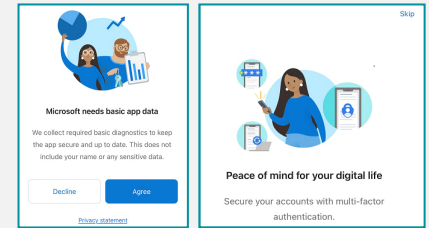


Step 3 - Linking MS Authenticator and Epay

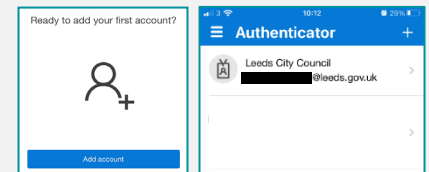
Open the Microsoft Authenticator app.

When prompted that "Microsoft needs basic app data", press **Agree**. If you do not agree to this, the authenticator will not work on your device.

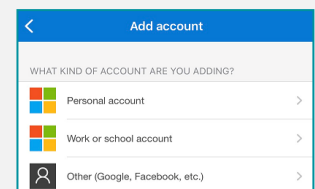
If you do not already have a Microsoft account, press **Skip** in the top right corner of the screen.



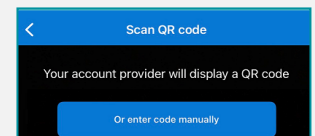
Press **Add account** Or press the + symbol on the blue menu bar.



When asked what kind of account you are adding, choose **Other (Google, Facebook, etc.)**.

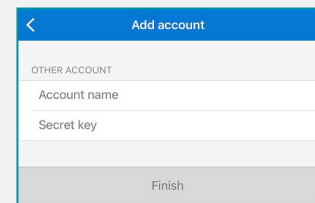


If you are prompted to allow the **Microsoft Authenticator** app to use your camera, choose **Don't allow**.

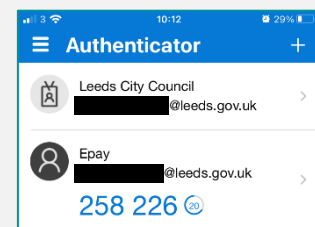


If the app automatically switches to a camera view, click **Or enter code manually**.

In the **Account name** field, enter **Epay**. In the **Secret key** field, **paste** the code you copied or enter the code you noted from Epay and click **Finish**.

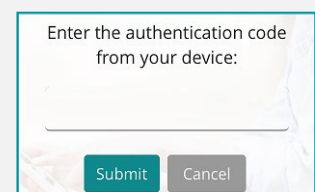


Microsoft Authenticator will now display a token code.



Copy or note the token code and return to your Epay browser session.

On your Epay browser, **paste or enter** the token code and click **Submit** to complete the account set up process.



Congratulations - you're ready!

As a final step we suggest you save <https://epay.myaceni.co.uk/bscleeds> as a **shortcut on your device** or **favourite / bookmark** in your browser. You can then quickly and easily access Epay when you need it, but we will send you an email every month with a link to Epay when your next payslip is available.