


The second user from an employer signs into the existing Portal using their ERN and PAYE number

 Child Maintenance Service

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### Sign in to your employer account

**12 digit employer reference number**  
This is the 12 digit number you can find at the top of your letters.


**PAYE number**  
You can find it on your P30BC payslip booklet. For example, '123/XY12345'.

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They are re-directed to a screen advising them to contact the administrator for the account to to create a new account for them

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### We're changing the way you sign in

To use this service, you'll need to contact the admin user for your organisation "example.name@example.email.co.uk"

If you are unable to contact the admin user, you can [contact the Employer Payments Team](#).

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