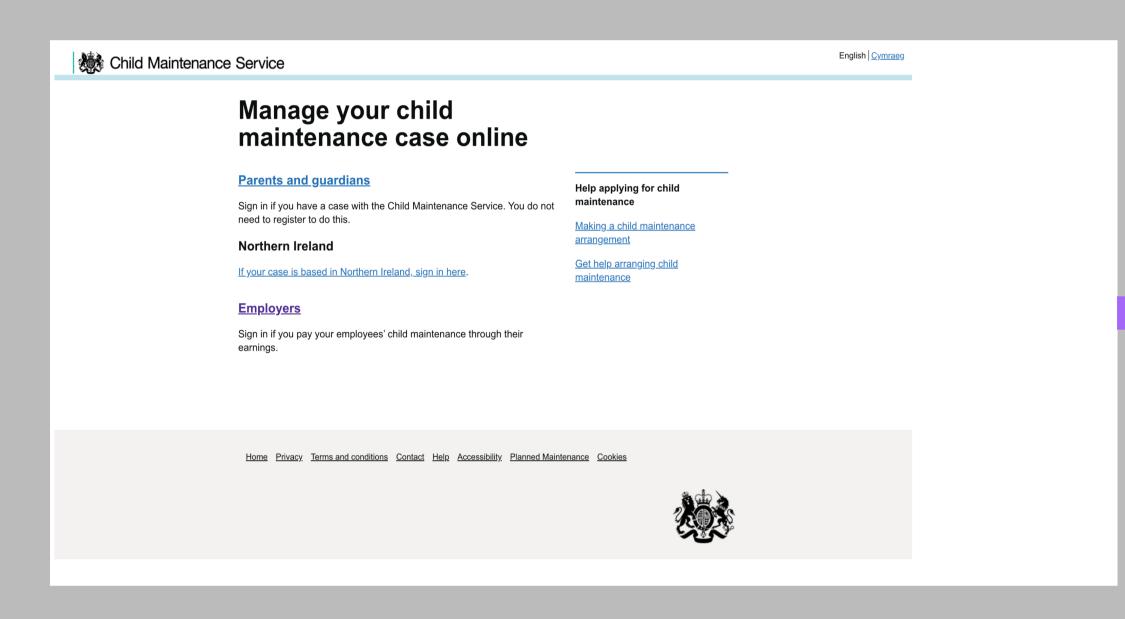
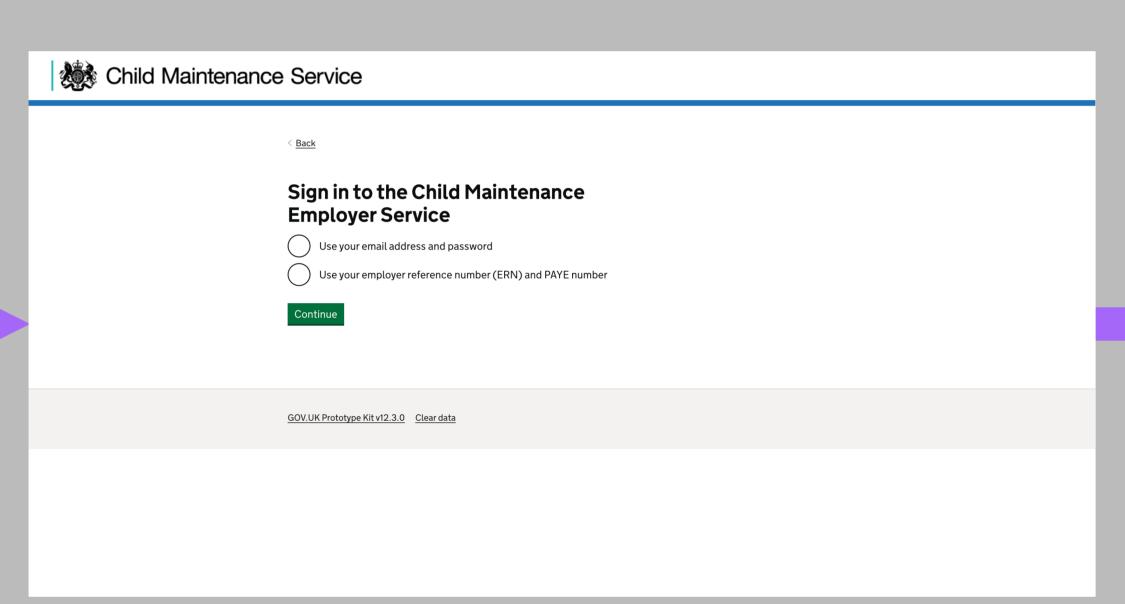
The user selects 'Employers' link from the Child Maintenance Service portal home page.

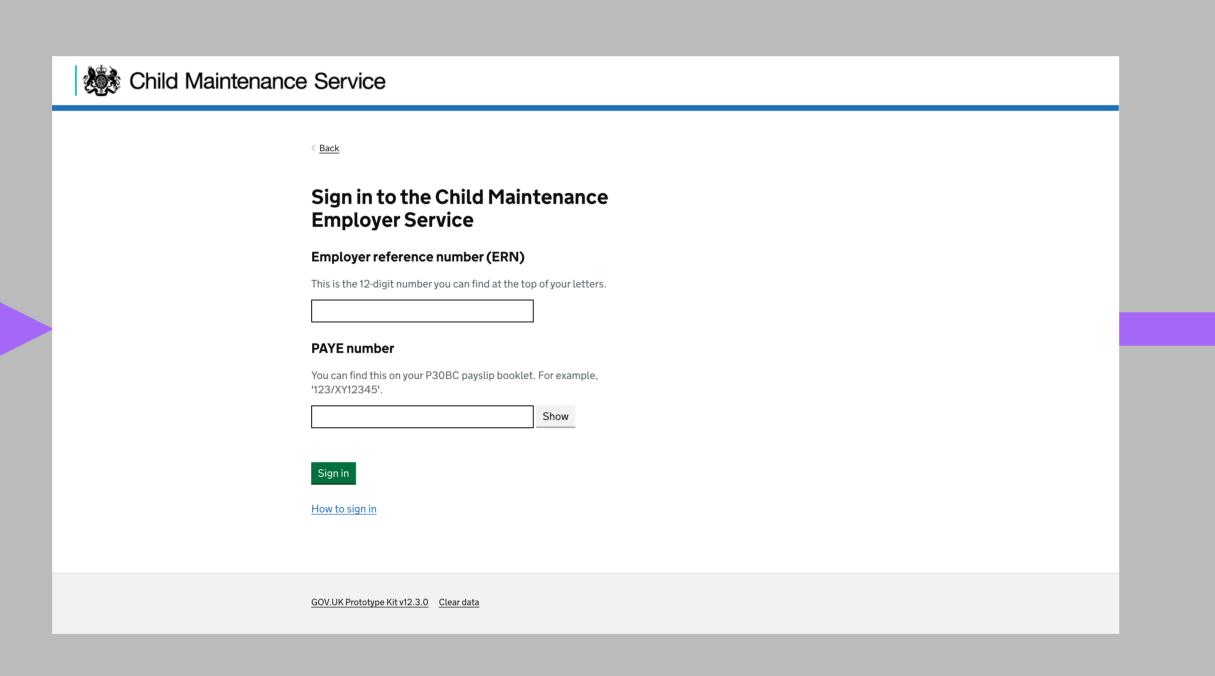


The user selects the 'Use your employee reference number (ERN) and PAYE number' option to sign in.

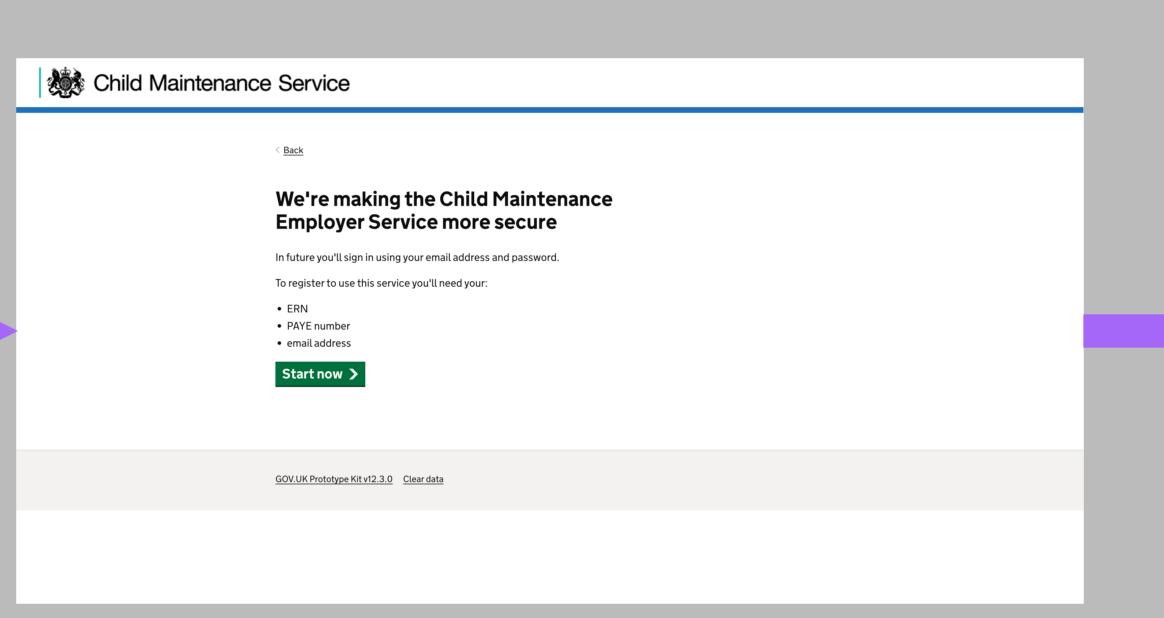
Chosing the other option will take the user to sign in using their 'Email address and password'. But if they haven't registered the service won't recognise those details.



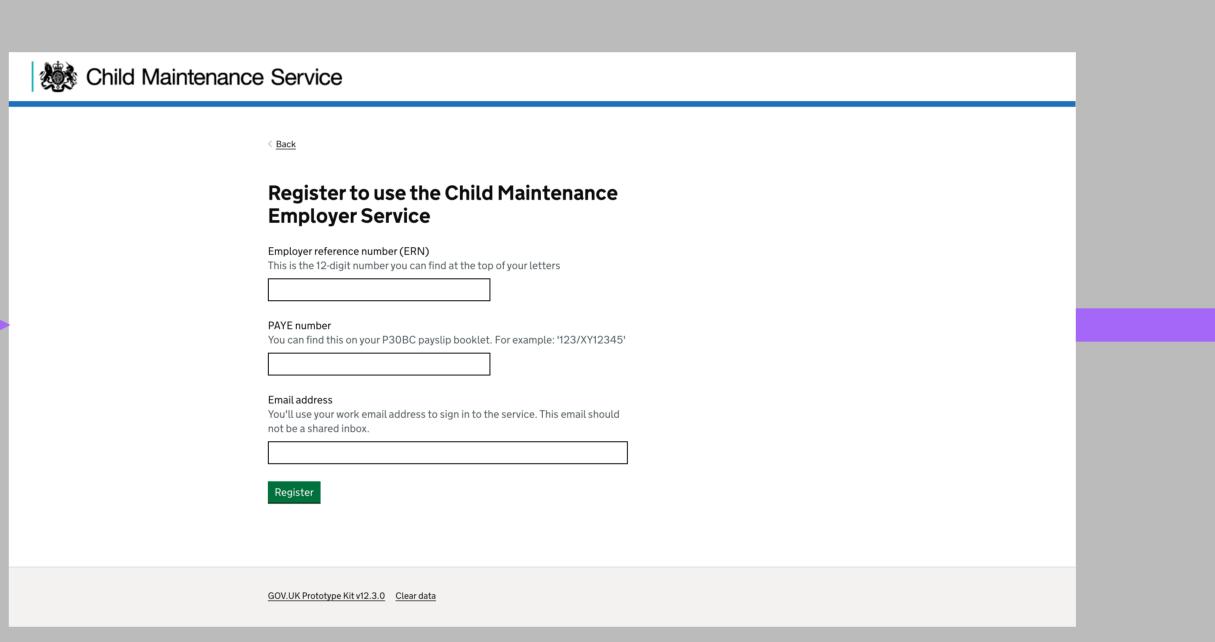
The user enters their ERN and PAYE numbers.



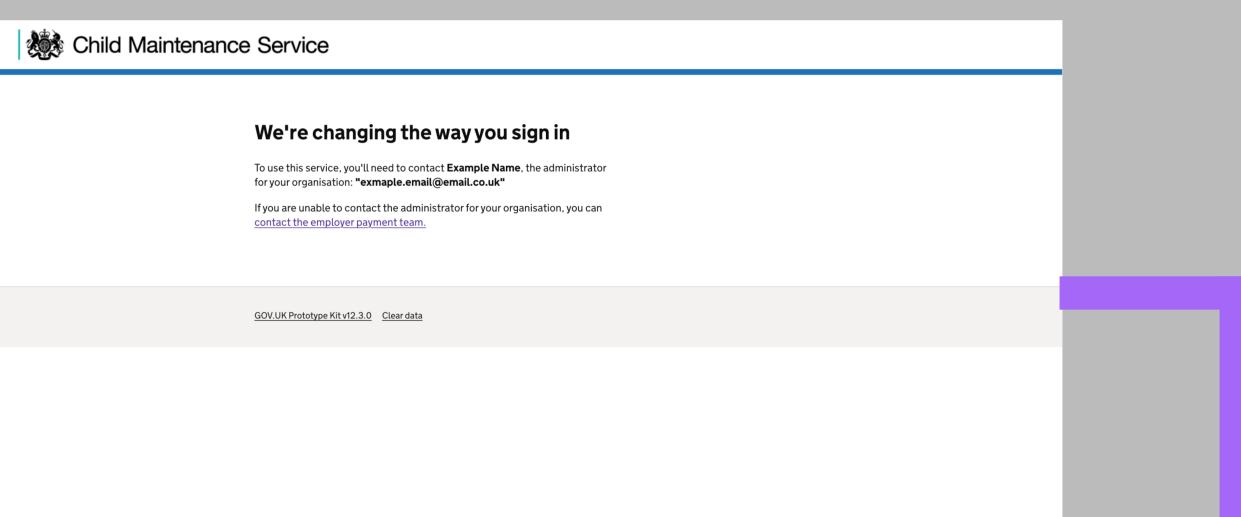
They receive a system message saying the sign in is changing to make the service more secure.



The user re-enters their ERN & PAYE numbers and adds an email address to register.



Because this is the second person to register for an employer, they are advised to contact the administrator for the employer account. The administrator will create an account for the contact in the Child Maintenance Employer Service.



If the administrator is not available, the user can click the link on the previous screen to view contact details for the CMS Employer Payments Team (EPT), to create them on the employer account.

