



## HOW TO GUIDE

If you are a mobile phone user, follow these simple steps to access your payslips through My Core Benefits;

### Step 1

Search for *mycorebenefits.greencore.com* and select United Kingdom

### Step 2

Click 'Register to get access'.

Then complete the form. You do not need a Greencore email address to sign up.

Click Next.



Welcome to **my core benefits**, Greencore's employee rewards and benefits scheme.

To get started please let us know which country you are based in:

	
United Kingdom	Republic of Ireland

## Welcome to my core benefits

[Sign in with Google](#)

[Sign in with Facebook](#)

[Sign in with LinkedIn](#)

[Sign in with Yammer](#)

[Sign in with your email](#)

[Register to get access](#)

## Get access

Welcome! Once you've registered with my core benefits you will have access to exclusive discounts and savings!

## About my core benefits

my core benefits recognises the hard work of everyone at Greencore Group. As the home of your employee benefits, it allows you to save money at hundreds of retailers.

my core benefits portal is exclusive for all Greencore Group members.

### Step 3

Enter your National Insurance number and date of birth.

Then click Next.

Choose your gender and enter your postcode. You will then need to accept the terms and conditions and click Get Access.

*Occasionally an error message may show at this stage, if this is the case please get in touch with HR Shared Services directly, and we can look into the problem.*

**Looks like this is your first time signing in**  
 We just need to make sure that you are eligible to join My Core Benefits, so please enter your NI Number below to complete your registration. You can find your NI Number on your most recent payslip. If we can't match your ID against our records we'll send a request to your HR team to confirm your eligibility.

N.I. NUMBER	CAT
OCC. CODE	COST CTR.

NI Number

Date of Birth  
 DD / MM / YYYY

Gender

Male

Female

Rather Not Say

I am happy for my core benefits to send me useful information on the program.

By clicking you agree to accept the Terms & Conditions of my core benefits.

I'm not a robot

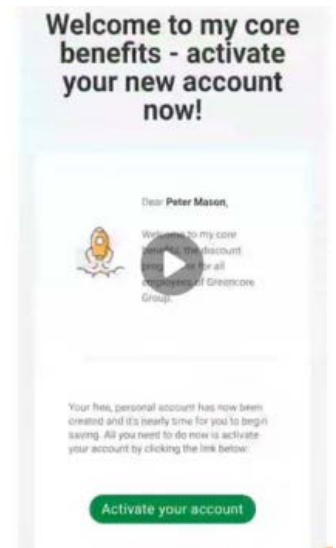
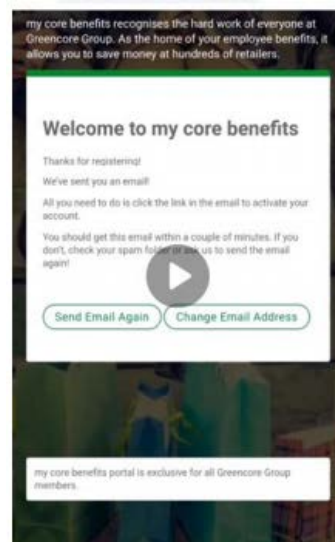
[Privacy - Terms](#)

**Register**

- [Back](#)
- [Privacy](#)
  - [Cookie Policy](#)
  - [Terms & Conditions](#)
  - [Accessibility](#)
  - [Help](#)
- 

### Step 4

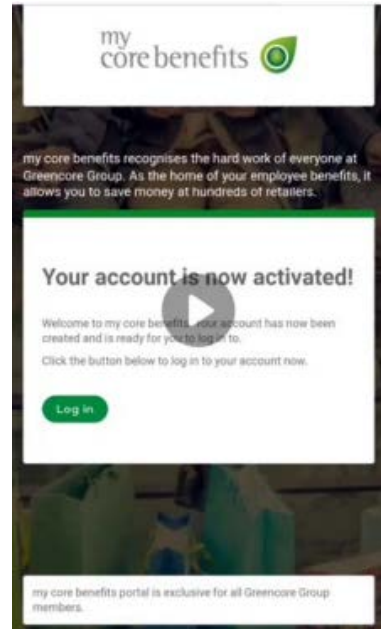
You should now receive an activation email to the account you signed up with. You will need to find this email (check junk and spam folder) and click 'Activate your account'.





## Step 5

Now you have activated your account you can log in with your email.



## Step 6

You should now be able to enter the portal. Here you can find discounts for hundreds of retailers. Click on the Menu tab to access these.

You can use the other icons across the top to access your account details and check your basket.

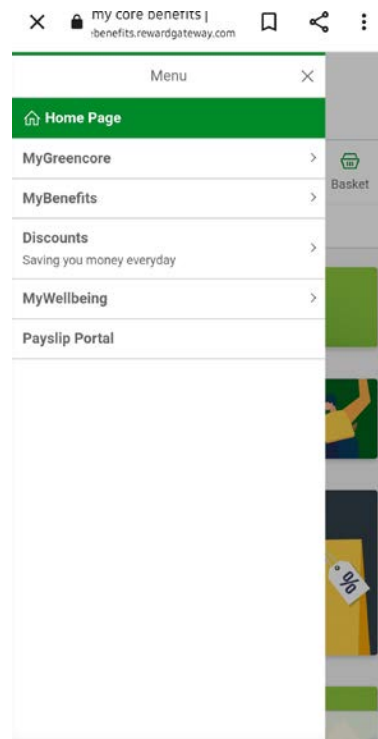


Making every day taste *better*

## Step 7

Scroll down the pain homepage and you will see the Payslip Portal.

Click on here to access your payslips.



## Step 8

The Payslip portal will display all your payslips in order. You can choose to open and view them, and you can also download your payslips if needed.

*Please be aware you will be unable to access the payslip portal until your first payslip has been uploaded.*

You can use the search function to find historical payslips.

Remember to Log Out when you have finished to keep your account secure!

