

Online Pay Documents

Asset Management UK, NAM Europe KVGmbH (UK branch), NRI UK and access from Nomura external PCs

How to login to online pay documents

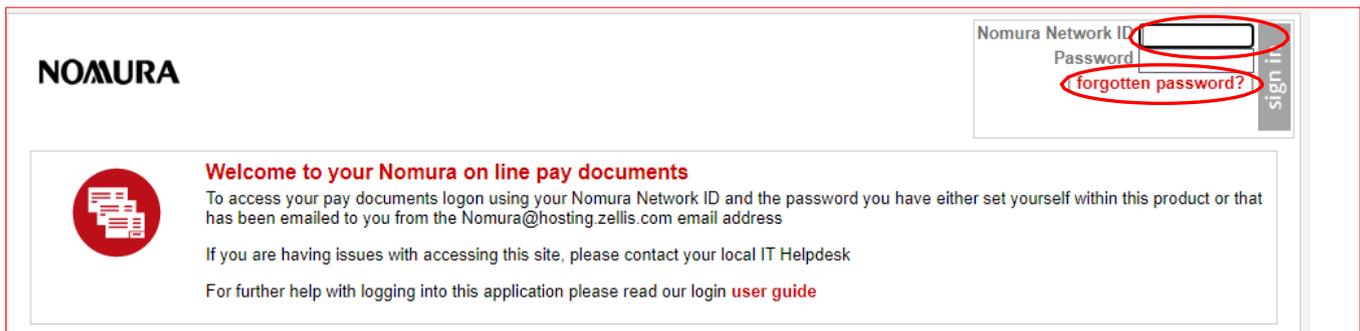
The URL for Online Pay Documents is as follows:

<https://nomura.myview.zellis.com/live/Portal/index.xsp>

How to log and reset your password

When logging on to the online pay document portal for the first time you will need to generate a password. This can be done as follows:

1. Enter your Nomura Network ID and then click on the forgotten password link highlighted.



NOMURA

Nomura Network ID

Password

[forgotten password?](#)

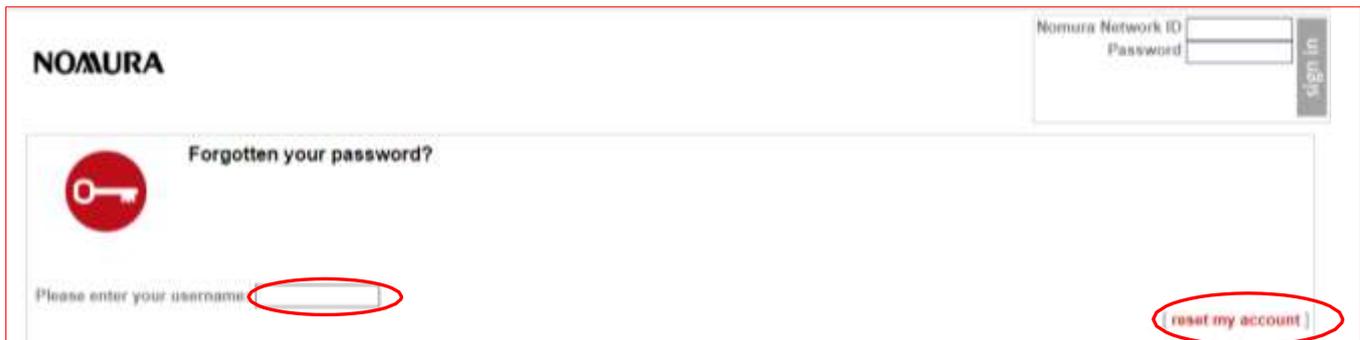
Welcome to your Nomura on line pay documents

To access your pay documents logon using your Nomura Network ID and the password you have either set yourself within this product or that has been emailed to you from the Nomura@hosting.zellis.com email address

If you are having issues with accessing this site, please contact your local IT Helpdesk

For further help with logging into this application please read our login [user guide](#)

2. Enter your Nomura username ID (for example Anne Other would be othera) and click reset my account.



NOMURA

Nomura Network ID

Password

Forgotten your password?

Please enter your username:

3. A confirmation message will display. Your new **pay documents application** password will be sent to your Nomura email account from nomura@hosting.zellis.com. Click Continue

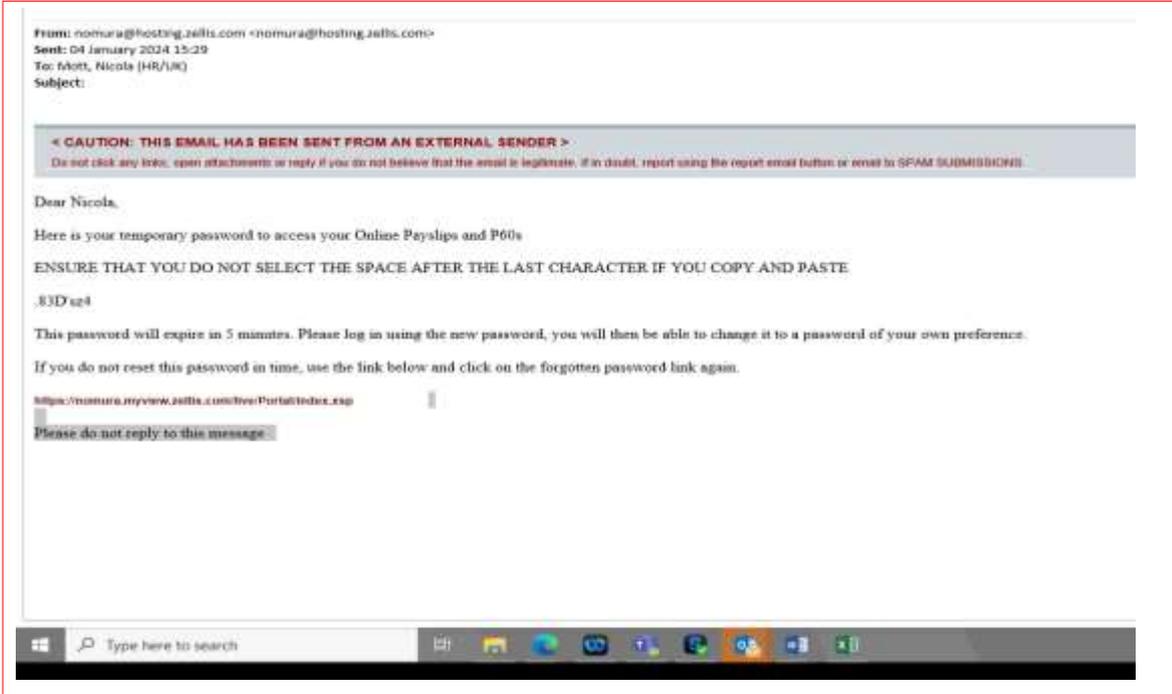
NOMURA

Nomura Network ID
Password sign in

Confirmation Message !
If the credentials you supplied are correct, your account has been reset and an email containing a temporary password has been sent to the address associated with this account.

[continue]

4. The email will contain your temporary password (note that this will expire in 5 minutes upon receipt). If your password has expired, then a new one can be generated via the steps outlined above. If you copy and paste this password, ensure that you do not select the space after the last character.



5. Enter your Nomura Network ID and temporary password received in the login box as shown below:

NOMURA

Nomura Network ID
Password sign in
[\[forgotten password? \]](#)

Welcome to your Nomura on line pay documents
To access your pay documents logon using your Nomura Network ID and the password you have either set yourself within this product or that has been emailed to you from the Nomura@hosting.zellis.com email address.

If you are having issues with accessing this site, please contact your local IT Helpdesk

For further help with logging into this application please read our login [user guide](#)

6. Enter your Date of Birth as shown below or without characters or spaces between the numbers (for example 31121975) and click on Verify my details.

NB: If the UK format does not work then try inputting your Date of Birth using the US format MMDDYYYY. This may be due to the parameter settings on your PC.

NOMURA

Security Validation

[Cancel login] sign in

Security Validation

Please complete the following security questions so that we can ensure that your answers match data that is held on your ResourceLink record:

What is your Date of Birth? (DD/MM/YYYY)

[Verify my details]

7. You will now be prompted to create a new password. Note that this will need to be a minimum of 8 characters in length, and must contain at least one upper case letter, one lower case letter and one number. **Do not use your Nomura Network Password.** Click on Submit.



Security Validation

[Cancel login] sign in



Change your password

If this is the first time you have logged in, you must now change your password to something other than the password you were allocated.

The password must be a minimum of 8 characters in length and must contain at least one number, one upper case letter, and one lower case letter.

Please do not use your Nomura password.

Once you have completed this form, you will be allowed to re-login to view your Payslips and P60s

As this is the first time you have logged in, you must change your password to something other than the password you were allocated.

Once completed you will then need to login using your new password in order to enter MyView.

Old Password

New Password

Repeat

[Submit]

8. A Confirmation message will appear, and you will be sent back to the login screen after clicking on continue.



Security Validation

[Cancel login] sign in



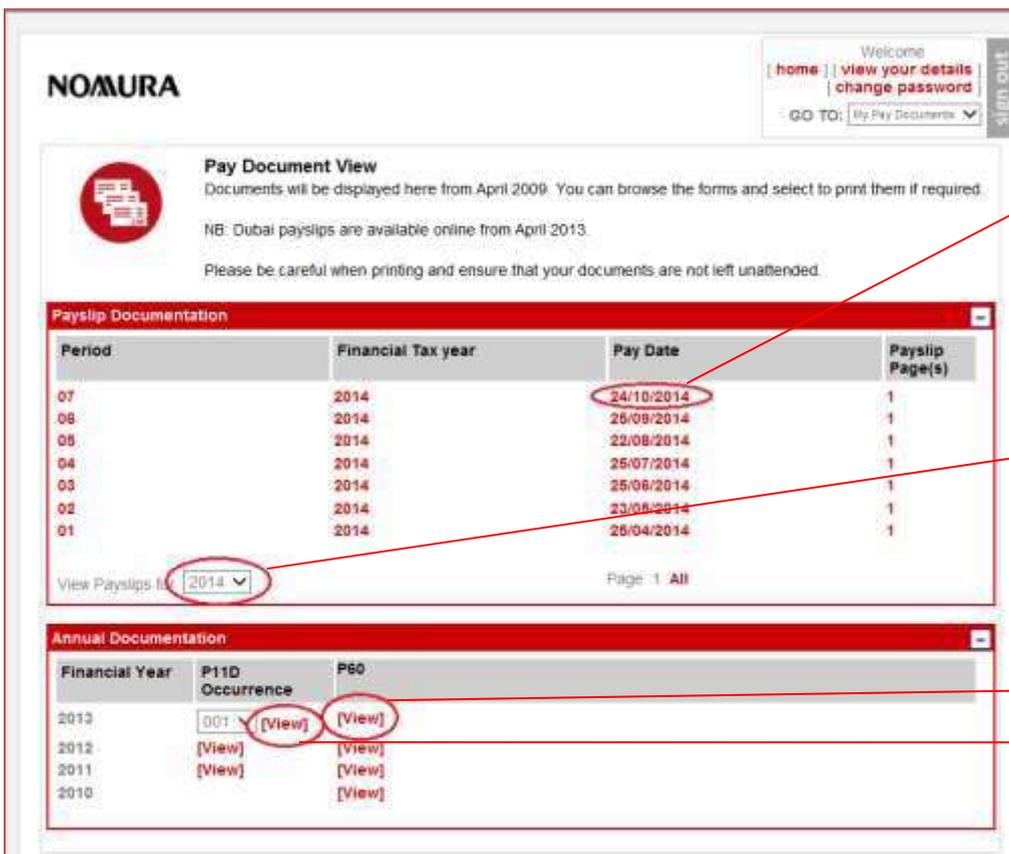
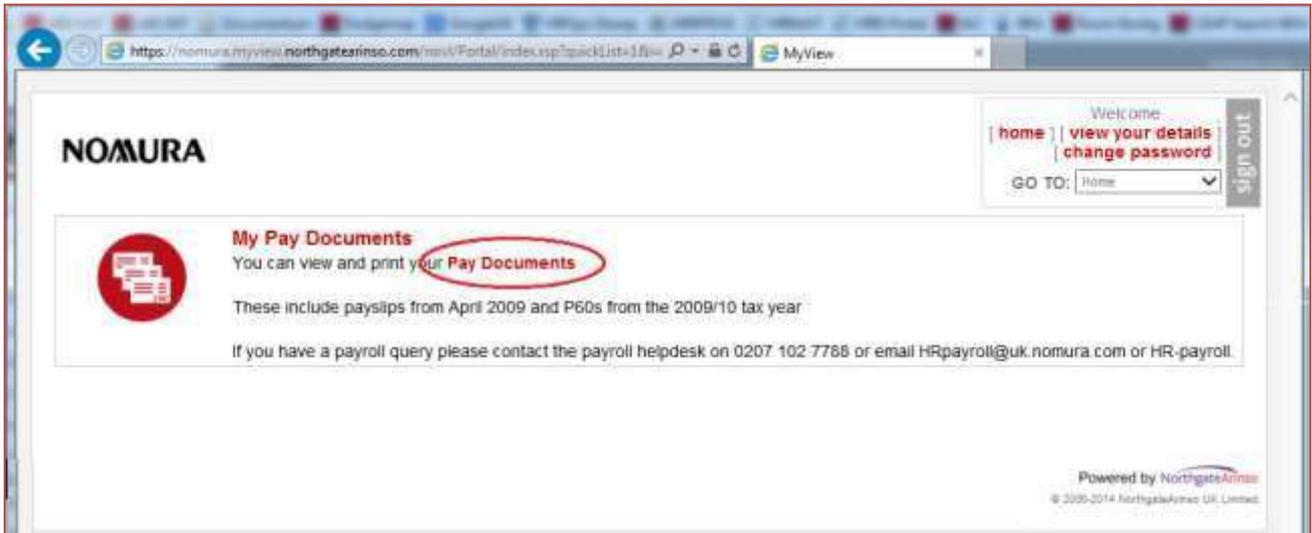
Confirmation Message !

Password updated.

[continue]

How to use the Pay Document View

Click the “Pay Documents” link to access the Pay Document View.



Click either on the respective pay date or any other item on a specific row to open the pay slip for that period or month.

Use this drop down to display Pay documents previous years

Click on the “View” link to open your P11D or P60 for the relevant financial year shown to the left.