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
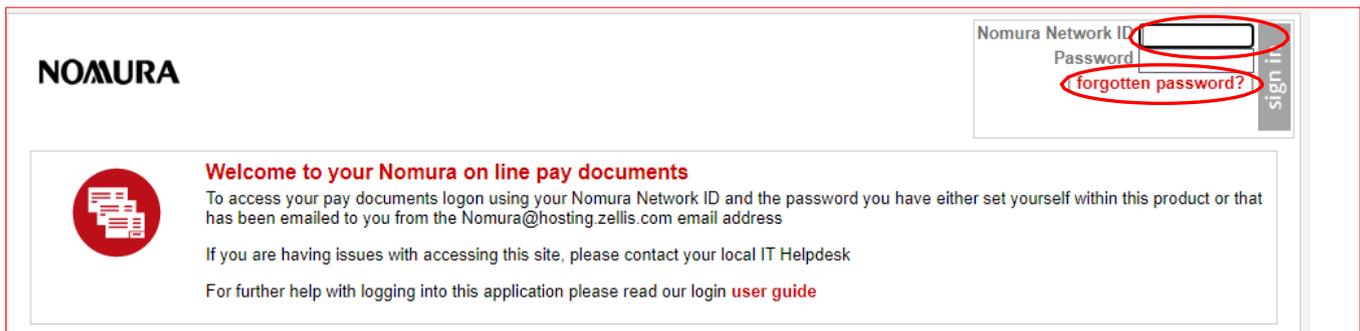
The URL for Online Pay Documents is as follows:

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.

2. Enter your Nomura username ID (for example Anne Other would be othera) and click reset my account.
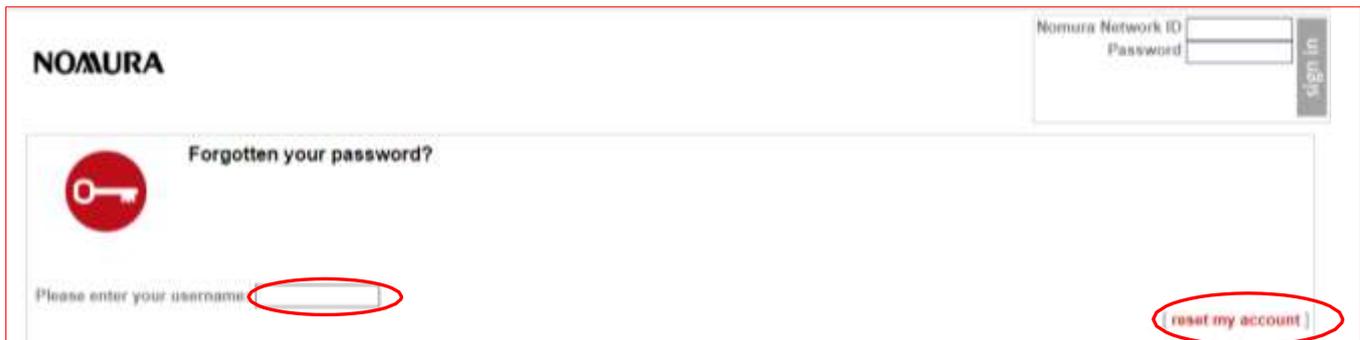
3. A confirmation message will display. Your new **pay documents application** password will be sent to your Nomura email account from nomura@hosting.zellis.com. Click Continue

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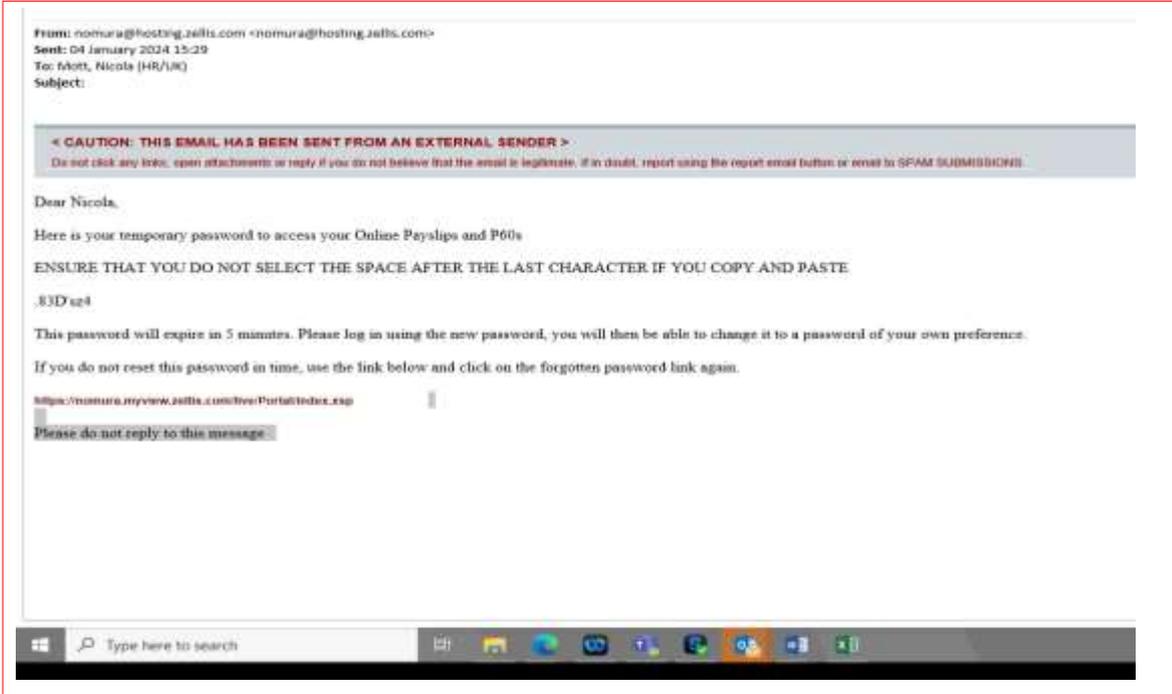
5. Enter your Nomura Network ID and temporary password received in the login box as shown below:

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.

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.

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

How to use the Pay Document View

Click the "Pay Documents" link to access the Pay Document View.
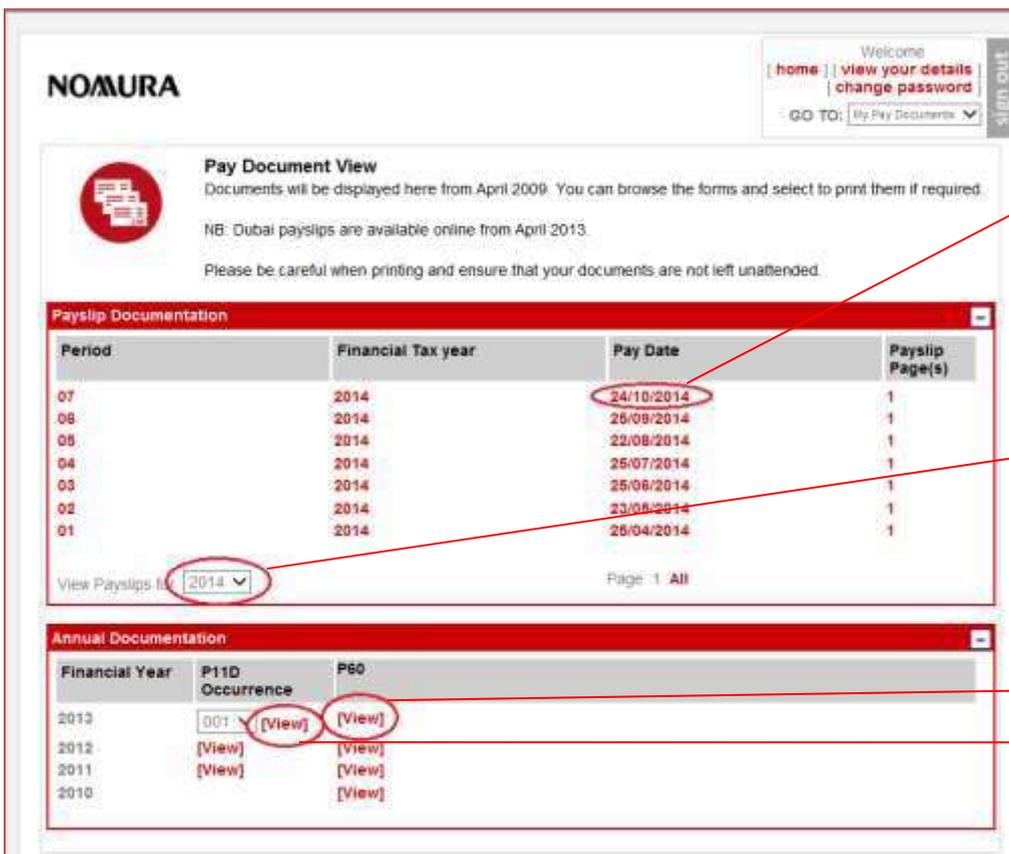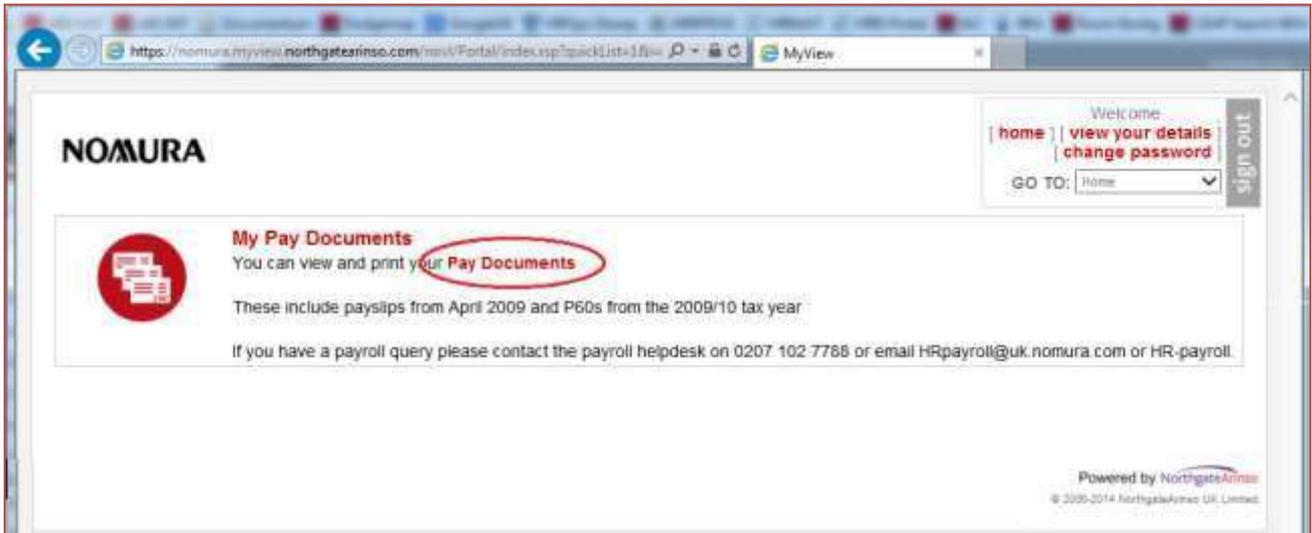
Click either on the respective pay date or any other item on a specific row to open the pay slip for that period or month.

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.