



BRIGHTPAY CLIENT PORTAL

User Guide for Employers

Dh Direct Payments

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Contents

Table of Contents

Signing In	2
Employer Section	2-3
Employee Section	3-4
Payroll Section	5-7

BrightPay Client Portal

Once you log-in to the client portal using your BrightID you'll be brought to the Dashboard that gives an overview of the number of employees, the latest pay period and amounts due to HMRC.

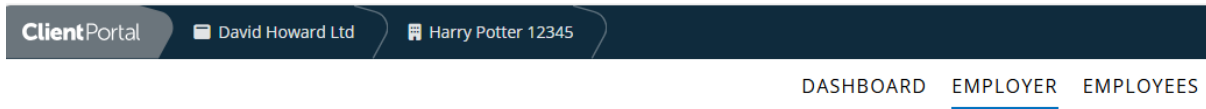
The screenshot shows the BrightPay Client Portal Dashboard for 'Harry Potter 12345'. The top navigation bar includes 'ClientPortal', 'David Howard Ltd', and 'Harry Potter 12345'. The main navigation tabs are 'DASHBOARD', 'EMPLOYER', 'EMPLOYEES', 'PAYROLL', and 'REPORTS'. The 'DASHBOARD' tab is active. The dashboard content is divided into two sections: 'Overview' and 'Payroll'. The 'Overview' section states that 'Harry Potter 12345 has 5 active employees' and provides information about employee leave and personal details. The 'Payroll' section shows the 'Week ending 1 June 2025' with '1 employee paid' and a 'Total cost: £527.13'. It also displays the 'Total outstanding to HMRC: £2,279.55'. At the bottom, there are two buttons: 'View Employer Details >' and 'View All Employees >'.

EMPLOYER SECTION

To access the employer section, you can either click on the shortcut on the dashboard 'View Employer Details':

The screenshot shows the BrightPay Client Portal Employer Section for 'Harry Potter 12345'. The top navigation bar includes 'ClientPortal', 'David Howard Ltd', and 'Harry Potter 12345'. The main navigation tabs are 'DASHBOARD' and 'EMPLOYER'. The 'EMPLOYER' tab is active. The employer section content is divided into two sections: 'Overview' and 'Payroll'. The 'Overview' section states that 'Harry Potter 12345 has 5 active employees' and provides information about employee leave and personal details. The 'Payroll' section shows the 'Week ending 1 June 2025' with '1 employee paid' and a 'Total cost: £527.13'. It also displays the 'Total outstanding to HMRC: £2,279.55'. At the bottom, there are two buttons: 'View Employer Details >' and 'View All Employees >'. An orange arrow points to the 'View Employer Details >' button.

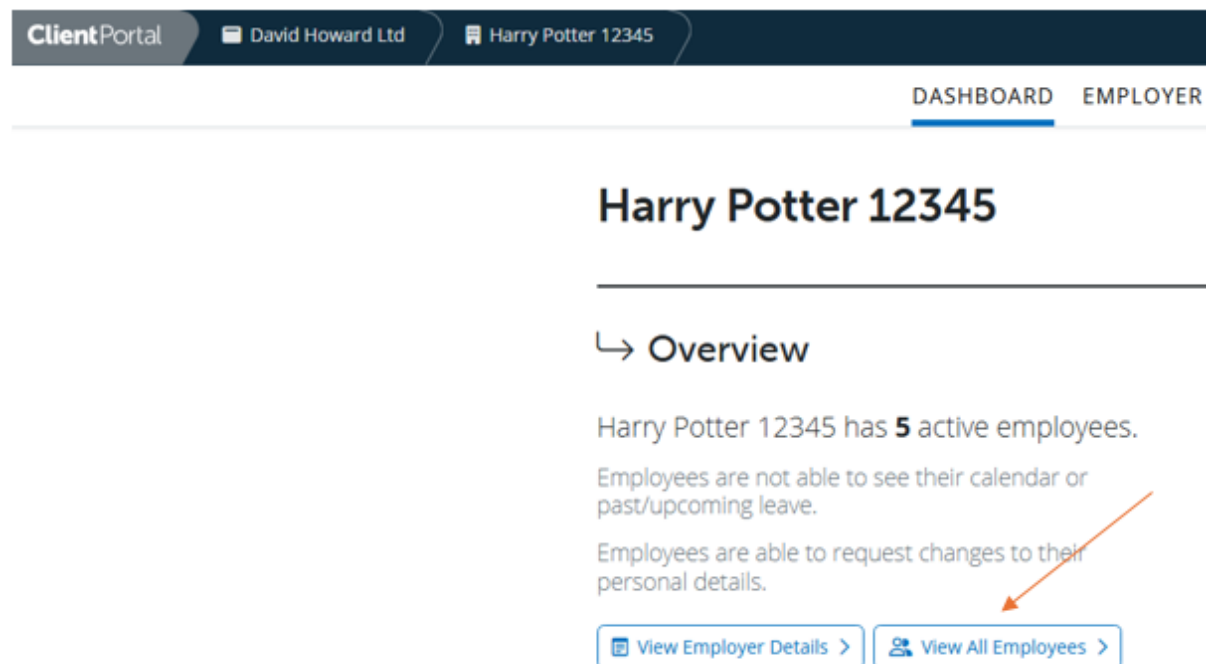
Or select the Employer tab at the top:



This section shows some basic information such as Employer name and Employer Address, as well as details of how a typical employee is set up on your payroll: Pay Frequency, Payment method and Annual Leave year. You will not be able to make changes directly to this section - please contact us to update any details.

EMPLOYEE SECTION

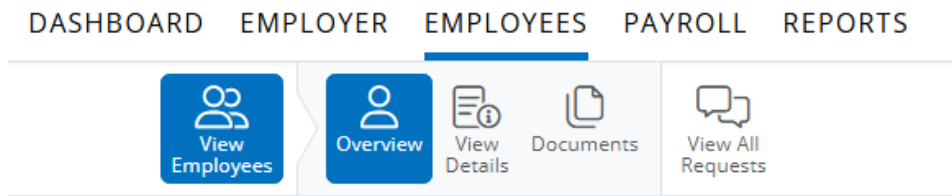
To access the employee section, you can either click on the shortcut on the dashboard 'View All Employees':



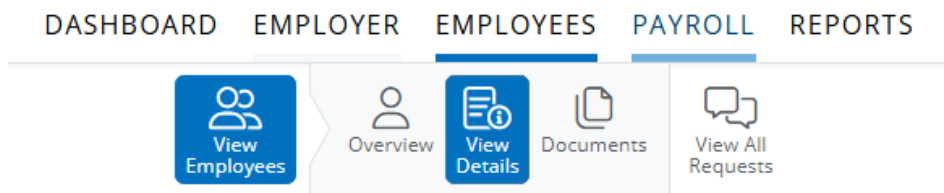
Or select the Employee tab at the top:



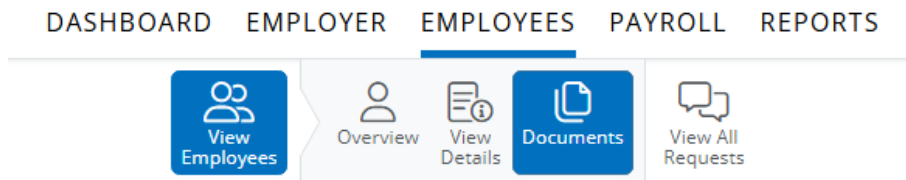
Click on an employee to navigate to their employee dashboard. Here you will be able to view the employee's personal details, HR information and payslips:



Overview shows you basic employee information (name, gender, date of birth, email address, phone number, address, start date).



View Details gives more detailed employee information (National Insurance number, working pattern, annual leave year). You will not be able to make changes directly to this section - please contact us to update any details.



Documents is where the payslips, P60s and P45s for the employee can be found.

PAYROLL SECTION

To access the payroll section, you can either click on the shortcut on the dashboard 'View All Pay Periods':

R EMPLOYEES **PAYROLL** REPORTS

↳ Payroll



Week ending 1 June 2025

1 employee paid

Total cost: £527.13

Total outstanding to HMRC: **£2,279.55**

[View All Pay Periods >](#)
[View Amounts Due >](#)

Or select the Payroll tab at the top:

DASHBOARD EMPLOYER EMPLOYEES **PAYROLL** REPORTS

This section is where you will find the payslips and payroll information for your employees.

DASHBOARD EMPLOYER EMPLOYEES **PAYROLL** REPORTS



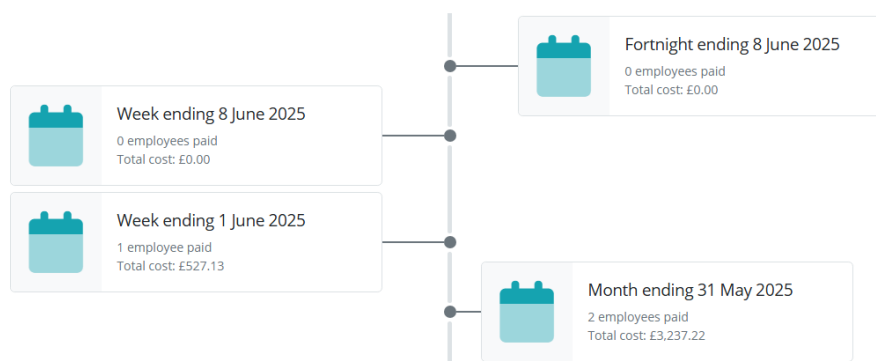
← Previous Period

→ Next Period

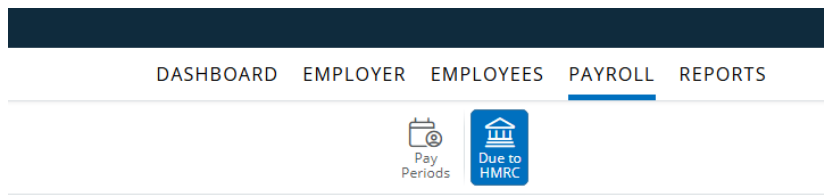


Due to HMRC

Harry Potter 12345 / **Pay Periods**



Select 'Due to HMRC' to see the amounts due for Tax and NI (you can also navigate to this page from the dashboard by clicking 'View Amounts Due')



You can fill in the amount paid and date once you've made your payment to keep your records up to date.

Amount paid

£

Payment date



You can make a bank transfer to HMRC's bank details below:

Account Name: **HMRC Cumbernauld**

Account Number: **12001039**

Sort Code: **08-32-10**

****Payment Reference: Your Accounts Office Reference Number in format:
120AB12345678**

****If you do not know your accounts office reference, please contact us on payroll@davidhoward.co.uk and we will provide it to you. The reference must be entered correctly or HMRC will not be able to allocate the payment to your account.**