EMPLOYER USER GUIDE


As an innovative, forward thinking organisation we pride ourselves on providing ongoing excellent customer service. We are sure you will agree that our website is both simple and straightforward to use.

Through the online system you are able to confirm:

- Employee sign ups (where you have switched Childcare Voucher provider company or for staff who temporarily opted out)
- Employee salary sacrifice contracts.

We have provided step-by-step instructions to help you get started.

Note that the Childcare Voucher scheme closed to new entrants on 4 October 2018. This means that you can no longer accept new entrants into your scheme. This includes:

- any employee who was not a member of the scheme when it closed to new entrants
- new employees, even those who have been members of a Childcare Voucher scheme operated by a previous employer
- existing employees who were previously members of your scheme but have not made a salary sacrifice within the last 52 weeks
- employees who provided you with written notification that they were leaving Childcare Vouchers to use Tax-Free Childcare.

Employees who are currently using Childcare Vouchers can continue to adjust their salary sacrifice amounts or opt out temporarily (provided they do not stop salary sacrificing for more than 52 weeks).

If you are an employer who has switched to using Employers For Childcare Trading Limited, all employees who were in receipt of Childcare Vouchers can continue to benefit from the scheme, provided they remain eligible.
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1. Log In

You will have received both your USER NAME and PASSWORD.

Go to www.efcvouchers.com and enter your unique USER NAME and PASSWORD into the spaces provided, then click ‘Log In’.
2. Home page

Once logged in you will be ‘Welcomed’ in your ‘Home’ page. The screen below will appear:

![Image of Home page]

3. Employee sign up

*Note, the Childcare Voucher scheme closed to new entrants on 4 October 2018. This information is only relevant to you if you have switched Childcare Voucher provider company, and existing users are moving across, or where an employee has opted out of the Childcare Voucher scheme, but would like to opt back in (provided they have made at least one salary sacrifice in the previous 52 weeks).*

Employers For Childcare Trading Limited will email your employees with details of how to continue to use Childcare Vouchers through Employers For Childcare Trading Limited.
4. Employee salary sacrifice contract

When an employee has been successfully signed up, they may log in to the site to complete a change to their salary sacrifice contract.

Employee salary sacrifice contract is the contract between the employer and the employee and records the change to their Terms and Conditions. The contract will instruct the employer to reduce the employee’s gross salary by a salary sacrifice amount, which will be exchanged for Childcare Vouchers (to the same value).

Note: The salary sacrifice amount must not exceed £243.00 for monthly paid employees or £55 a week for weekly paid employees. (These are the amounts for Basic Rate Taxpayers. Refer to the Employer Guide to Salary Sacrifice for full details.)

You will receive notification by email of the pending contracts which require confirmation. The contract must be ‘confirmed’ before the employee’s account can be activated.

View email below:

Click on link.
The below screen will appear. Once you click ‘confirm’ the employee’s status will change to be ‘Opted In’ to the scheme.

If you did not follow the link in the e-mail, you can access your pending ‘Employee salary sacrifice contracts’ via the ‘Home’ page.
5. Verification process of employee salary sacrifice contract

Click on first employee

The screen below will appear:

Click ‘Print a copy’. A copy of the contract will appear. You can then save the contract in a folder and/or print the contract.
Employee salary sacrifice contract will appear as below:

![Employee Salary Sacrifice Contract](image)

You will be able to review the document by clicking on the name of the employee in your ‘Employee’ section. As soon as you have ‘Confirmed’ or ‘Rejected’ the contract, an email will be generated, stating whether their contract has been accepted or rejected.
6. Your ‘Employees’ page

When you have confirmed an employee’s contract, their details will appear in the ‘Your employees’ page.

You can click on individual employees to print their ‘salary sacrifice contract’.
7. Your orders

To process orders go to your ‘Orders’ page

Click ‘New Blank Order’. The below screen will appear:

Click ‘Confirm’. The screen below will appear:
Click ‘Add employee’. The screen below will appear:

![Image of Employers For Childcare interface](image1)

Select the relevant employee and click ‘Add’. When you have added an employee to your order, the screen below will appear:

![Image of Employers For Childcare interface](image2)

You must enter the amount which the employee has stated in their salary sacrifice contract. For this demonstration the ‘Test’ Employee would like to sacrifice £200.00

![Image of Employers For Childcare interface](image3)
When all your employees have been added to the order, click ‘Save’. When you have ‘Saved’ your order, the screen below will appear:

![Order Screen](image)

You can edit, print and delete ‘Your order’ at this point. If you leave the page, this order will be saved into ‘Your orders’ under ‘draft’.

![Your Orders Screen](image)

If you are happy with your order click ‘Submit Order’. The below screen will appear:

![Message from Webpage](image)
Click ‘OK’.
A copy of your ‘Remittance Advice’ will appear for you to print. The ‘Remittance Advice’ will contain our bank details at the bottom of the page for bank transfer payment.

For ease of ordering, when placing future orders you can simply copy your previous order by clicking on ‘Copy to new order’ and edit as necessary. If you return to your ‘Orders’ page the below screen will appear:
You should now make payment via bank transfer to Employers For Childcare Trading Limited for the total value of your order. When transferring the payment from your bank, please use the Order Number as your payment reference.

When Employers For Childcare Trading Limited receives payment and order processed you will be notified by email within 2 business days.

Example email below:

Test Employer

The funds will be allocated to your employees as requested in your order.

If you require any further information, please do not hesitate to contact us.

Kind regards,

Employers For Childcare Trading Limited

When your order has been processed by Employers For Childcare Trading Limited ‘your order’ status will show as ‘Completed’.