

Employers For Childcare Trading

EMPLOYER USER GUIDE

Welcome to the Employer User Guide for Employers For Childcare Trading Limited's e-Vouchers.

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.

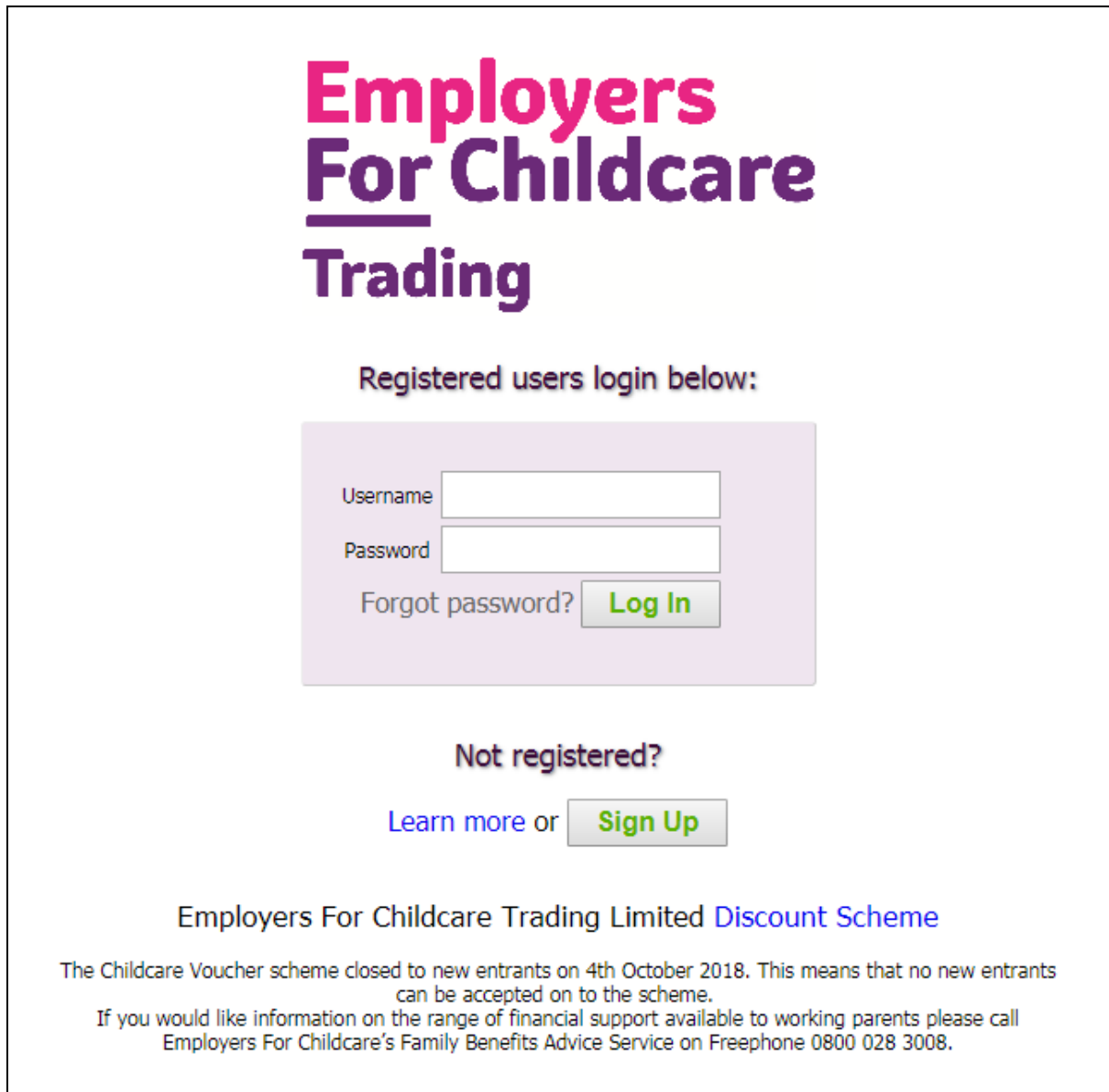
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1. Log In

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'.



The screenshot shows the login interface for Employers For Childcare Trading. At the top, the logo 'Employers For Childcare Trading' is displayed in pink and purple. Below the logo, the text 'Registered users login below:' is centered. A light purple box contains the login form with two input fields: 'Username' and 'Password'. To the right of the 'Forgot password?' text is a green 'Log In' button. Below the login form, the text 'Not registered?' is centered, followed by a blue 'Learn more or' link and a green 'Sign Up' button. At the bottom, the text 'Employers For Childcare Trading Limited Discount Scheme' is centered, followed by a paragraph of text: 'The Childcare Voucher scheme closed to new entrants on 4th October 2018. This means that no new entrants can be accepted on to the scheme. If you would like information on the range of financial support available to working parents please call Employers For Childcare's Family Benefits Advice Service on Freephone 0800 028 3008.'

2. Home page

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

The screenshot shows the home page of the Employers For Childcare Trading system. At the top right, there is a user profile 'testemployer' with links for 'Change password' and 'Logout'. The main header features the 'Employers For Childcare Trading' logo. Below the logo is a navigation menu with the following items: Home, Account, Orders, Employees, Messages, Contact Us, Profile, Reports & Forms, and Help. The main content area is titled 'Welcome Test Employer' and contains several sections:

- Your account status:** Balance: £0.00, Payment Due: £2,209.18. A note states: 'You have 23 draft orders and 7 submitted orders awaiting payment.'
- Employee salary sacrifice contract requests:** A request to 'Please review the following requests.' for Susanna Ray, Lynn Joan Hamill, Susanna Ray, and Lynn Joan Hamill.
- Employee discount scheme code:** An access code 'yn12c' for all employees.
- NEWS:**
 - Get 5% discount on a One4all gift card!** These cards can be used across multiple stores including Argos, Boots, B&Q, Currys, Debenhams, Halfords, House of Fraser and Toys R Us. Perfect for a Christmas bonus, a gift or even for shopping! Go to <https://www.one4allgiftcard.co.uk/>. Enter the promo code CHIL1D1 at the basket stage to receive your discounted card and free P&P.
 - Do all of your employees know about Childcare Vouchers?** We can provide FREE marketing materials e.g. posters, flyers, personalised emails, messages for your intranet. Call us on 0800 028 3008 or email hello@employersforchildcare.org.
 - Family Friendly Employer Awards** We have received a record number of entries for the Family Friendly Employer Awards 2018 - winners will be announced at our special Awards ceremony and celebration taking place in Galgorm Resort & Spa on 24 October 2018. For further information on the Awards, call 028 9267 8200 or visit the webpage below: <https://www.employersforchildcare.org/employers/family-friendly-employer/family-friendly-employer-awards/>

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.)



TEST EMPLOYEE

An employee has requested a change to their salary sacrifice contract. Please login and approve the request.

If you require any further information, please do not hesitate to contact us.
Kind regards,
Employers For Childcare Trading Limited

Login

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.

The screenshot shows the 'Approve employee salary sacrifice contract request' page. At the top right, it says 'testemployer | [Change password](#) | [Logout](#)'. The logo 'Employers For Childcare Trading' is centered. A navigation bar contains: Home, Account, Orders, Employees, Messages, Contact Us, Profile, Reports & Forms, Help.

Approve employee salary sacrifice contract request
Please action the following employee salary sacrifice contract request.

Name: Susanna Ray
Address: 108 Highbury Hill
TEST
TEST
TEST
TEST
Payroll ID: D0038709
Status: Opted In
Description: request to change your salary sacrifice amount to £243.00 Auto Generated via Import

Employee salary sacrifice contract accepted? **Yes**

Please tick this box to confirm that the employee is still eligible to receive Childcare Vouchers in accordance with the rules of the scheme.

The Childcare Voucher scheme closed to new entrants on 4th October 2018. This means that no new entrants can be accepted to the scheme. If you require any further information, please visit our website www.employersforchildcare.org

[Print a Copy](#) [Reject](#)

If you did not follow the link in the e-mail, you can access your pending 'Employee salary sacrifice contracts' via the 'Home' page.

The screenshot shows the 'Welcome Test Employer' dashboard. At the top right, it says 'testemployer | [Change password](#) | [Logout](#)'. The logo 'Employers For Childcare Trading' is centered. A navigation bar contains: Home, Account, Orders, Employees, Messages, Contact Us, Profile, Reports & Forms, Help.

Welcome Test Employer

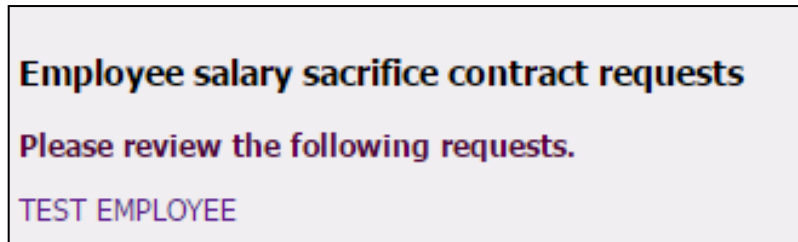
Your account status
Balance: £0.00
Payment Due :£2,209.18
You have 23 draft orders and 7 submitted orders awaiting payment.

Employee salary sacrifice contract requests
Please review the following requests.
[Susanna Ray](#), [Lynn Joan Hamill](#), [Susanna Ray](#), [Lynn Joan Hamill](#)

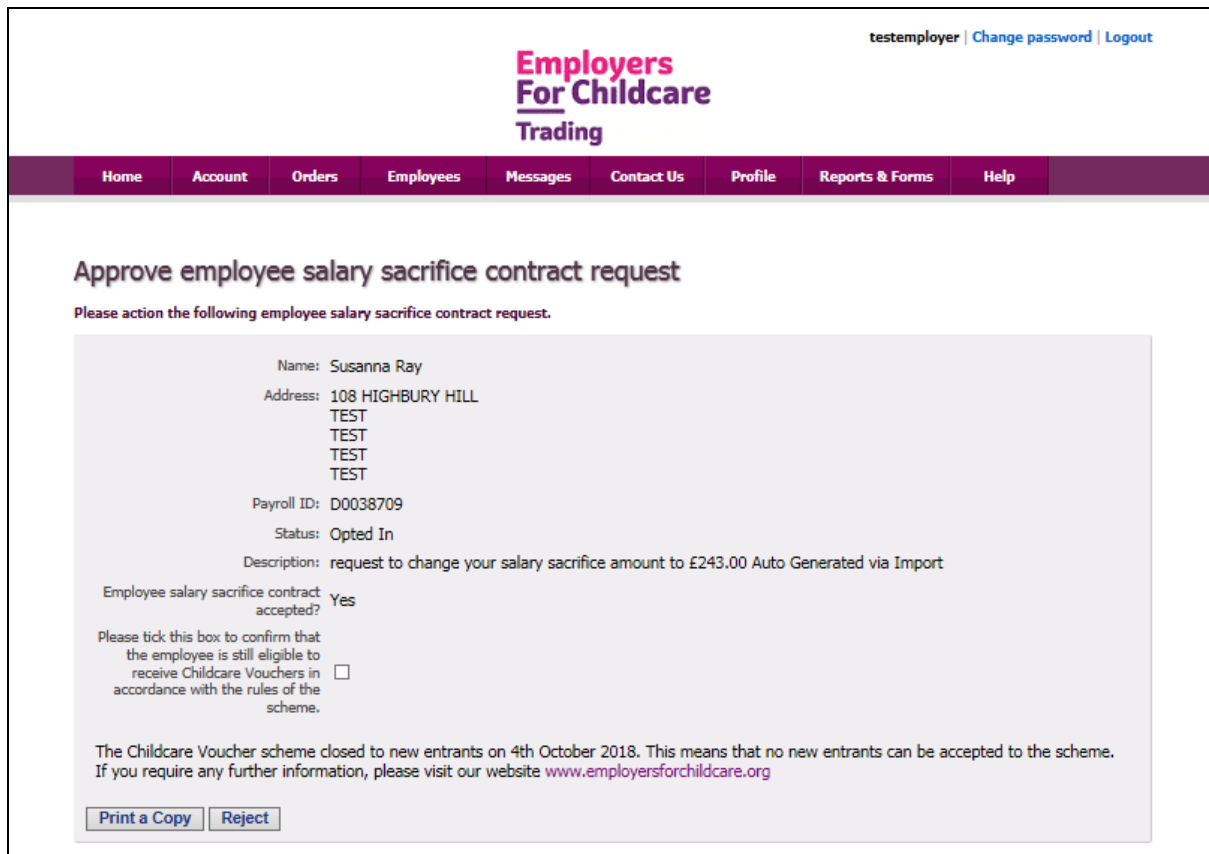
Employee discount scheme code
All employees can access your discount scheme with this access code
yn12c

5. Verification process of employee salary sacrifice contract

Click on first employee



The screen below will appear:



testemployer | [Change password](#) | [Logout](#)

Employers For Childcare Trading

Home Account Orders Employees Messages Contact Us Profile Reports & Forms Help

Approve employee salary sacrifice contract request

Please action the following employee salary sacrifice contract request.

Name: Susanna Ray
Address: 108 Highbury Hill
TEST
TEST
TEST
TEST

Payroll ID: D0038709
Status: Opted In
Description: request to change your salary sacrifice amount to £243.00 Auto Generated via Import

Employee salary sacrifice contract accepted? **Yes**

Please tick this box to confirm that the employee is still eligible to receive Childcare Vouchers in accordance with the rules of the scheme.

The Childcare Voucher scheme closed to new entrants on 4th October 2018. This means that no new entrants can be accepted to the scheme. If you require any further information, please visit our website www.employersforchildcare.org

[Print a Copy](#) [Reject](#)

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:

Employers For Childcare Trading	
Employee Salary Sacrifice Contract (Agreement to Vary Terms and Conditions of Employment)	
Change Type	Opted In
Employer Name	Test Employer
Payroll ID / TR Number	D9983304
Employee Name	Lynn Joan Hamill
Address	21 Plough Drive Test Cambuslang G72 EWT
Terms Accepted?	Yes
Accepted Date	July 10, 2018 1:00 pm
Voucher Value	£243.00
Salary Cycle Effective Date	Auto Generated via Import

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.

The screenshot shows the 'Your employees' page in the Employers For Childcare Trading system. The page has a dark purple navigation bar with the following menu items: Home, Account, Orders, Employees (selected), Messages, Contact Us, Profile, Reports & Forms, and Help. The main content area is titled 'Your employees' and includes a search bar for 'Employee name:' with a 'Find' button and a 'Show All Employees' button. There is also a checkbox for 'Include inactive employees'. Below the search bar is a table with the following data:

Payroll ID	Name	Address	Registered	Active
	BLOGGS, Joe	123 Beta Street	17 Sep 2010	ACTIVE
123	REA, Lauren	123 New street	19 Jul 2016	ACTIVE
123456	TEST EMPLOYEE,	100 High Road	31 Oct 2008	ACTIVE

Below the table is a section titled 'Employee salary sacrifice contract requests' with the text 'Please review the following requests.' and a link for 'TEST EMPLOYEE'.

You can click on individual employees to print their 'salary sacrifice contract'.

Employee

ID: 6292

[Print](#)

[Back](#)

Surname:

Forenames:

Telephone:

Mobile:

E-mail:

Payroll ID:

Address1:

Address2:

Address3:

Town:

Postcode:

Active?

Registered: 31 Oct 2008

Notes:

Children

Name of child	Date of birth	Relationship	Registered disabled?
Tabitha Kinder	01 Jan 2001	Parent	<input type="checkbox"/>
test child	01 May 2018	Mother	<input type="checkbox"/>
			<input type="checkbox"/>

Childcare Providers

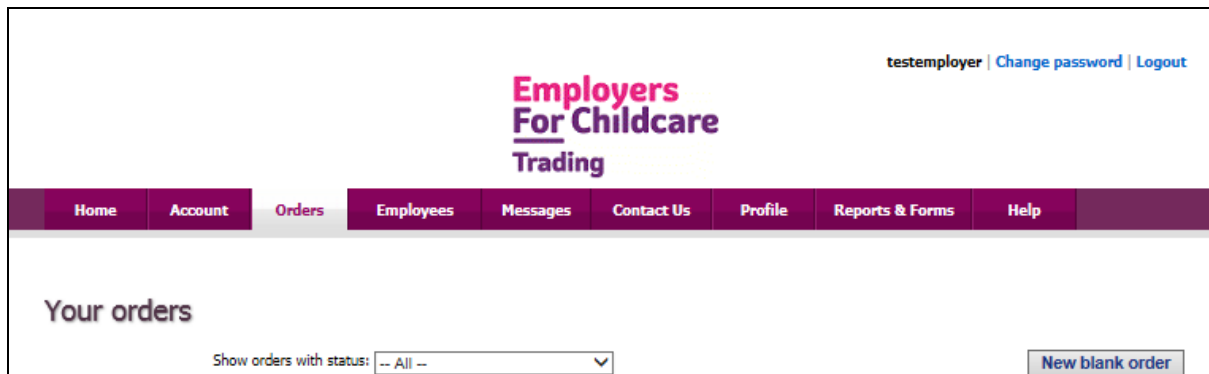
Childcare provider	Address	Child name	Ref code
Test CCP	EG Consulting	'Danny'	'3456'

Last Salary Sacrifice

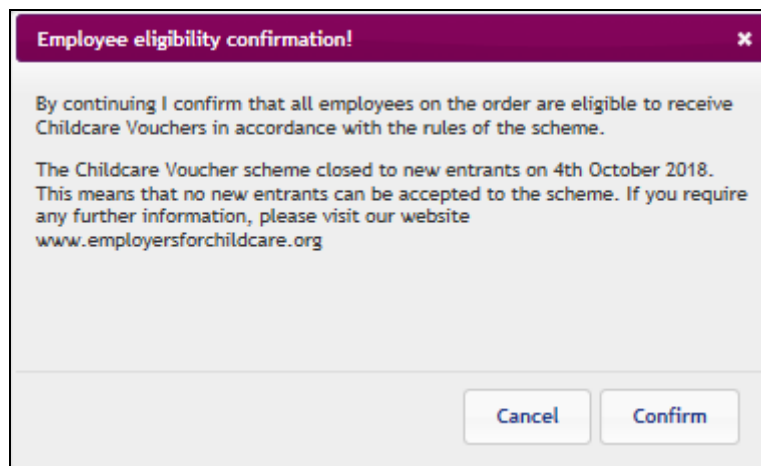
Salary sacrifice amount of £243.00 Monthly starting January Salary on 06 Apr 2018 14:30 [Print](#)

7. Your orders

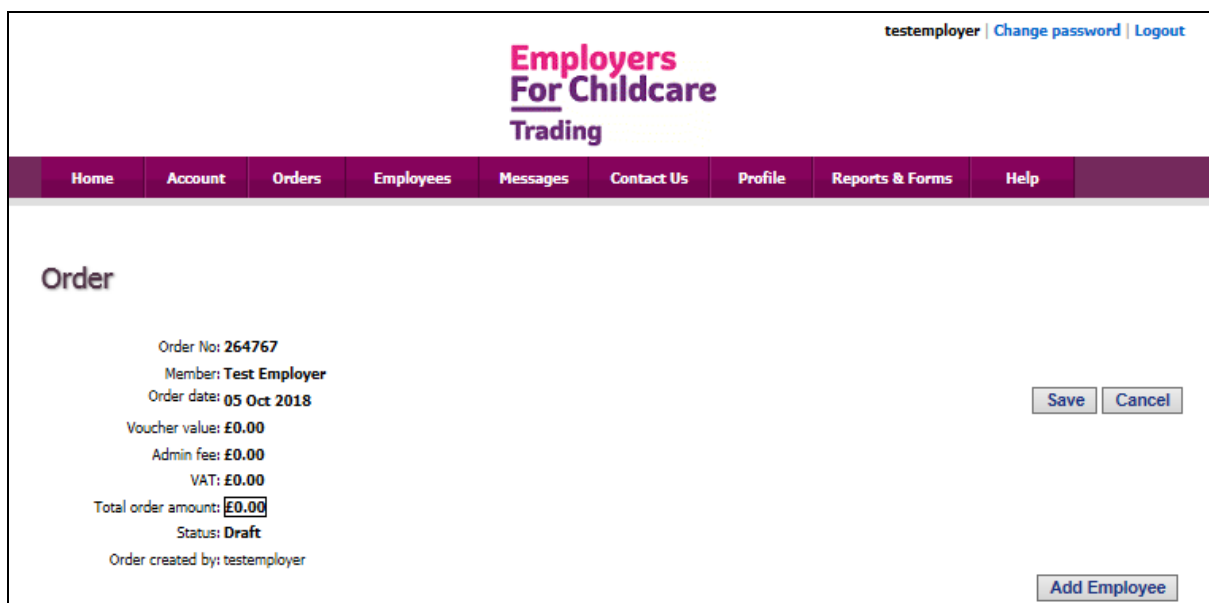
To process orders go to your 'Orders' page



Click 'New Blank Order'. The below screen will appear:



Click 'Confirm'. The screen below will appear:



Click 'Add employee'. The screen below will appear:

testemployer | [Change password](#) | [Logout](#)

Employers For Childcare Trading

Home Account Orders Employees Messages Contact Us Profile Reports & Forms Help

Order

Order No: 264767
 Member: Test Employer
 Order date: 05 Oct 2018

Voucher value: £0.00
 Admin fee: £0.00
 VAT: £0.00
 Total order amount: £0.00
 Status: Draft
 Order created by: testemployer

-- Select the employee --

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

testemployer | [Change password](#) | [Logout](#)

Employers For Childcare Trading

Home Account Orders Employees Messages Contact Us Profile Reports & Forms Help

Order

Order No: 264767
 Member: Test Employer
 Order date: 05 Oct 2018

Voucher value: £0.00
 Admin fee: £0.00
 VAT: £0.00
 Total order amount: £0.00
 Status: Draft
 Order created by: testemployer

Payroll ID	Name	Address	Amount	
	BLOGGS, Joe	123 Beta Street	<input type="text" value="0.00"/>	<input type="button" value="Remove"/>

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

Payroll ID	Name	Address	Amount	
	BLOGGS, Joe	123 Beta Street	<input type="text" value="200.00"/>	<input type="button" value="Remove"/>

When all your employees have been added to the order, click 'Save'. When you have 'Saved' your order, the screen below will appear:

testemployer | [Change password](#) | [Logout](#)

Employers For Childcare Trading

Home Account **Orders** Employees Messages Contact Us Profile Reports & Forms Help

Order

Order No: **264767** [Back to Orders](#)
 Member: **Test Employer**
 Order date: **05 Oct 2018** [Edit](#)
 Voucher value: **£200.00** [Print](#)
 Admin fee: **£14.00** [Delete](#)
 VAT: **£2.80**
 Total order amount: **£216.80**
 Status: **Draft**
 Order created by: testemployer [Submit Order](#)

Payroll ID	Name	Address	Amount
	BLOGGS, Joe	123 Beta Street	£200.00

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'.

testemployer | [Change password](#) | [Logout](#)

Employers For Childcare Trading

Home Account **Orders** Employees Messages Contact Us Profile Reports & Forms Help

Your orders

Show orders with status: [New blank order](#)

Order No	Date	Voucher Value	Admin fee	Total Value	Status
264767	05 Oct 2018	£200.00	£14.00	£216.80	Draft

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

Message from webpage

This will submit the order to Employers For Childcare Trading Limited and generate a remittance advice.

[OK](#) [Cancel](#)

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.

Employers For Childcare Trading Remittance Advice

To: **Employers For Childcare Trading Limited**
Blaris Industrial Estate,
11 Altona Road,
Lisburn, BT27 5QB

Payment from:
0896 Test Employer
Test Address
Test EG

Order ID: 264767
Order date: 05 Oct 2018

Amount to pay: £216.80

Please remit to: Account name: Employers For Childcare Trading Limited No 1 A/C
Sort code:
Account number: 20033707

VAT Reg No: 300 7500 60

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:

testemployer | [Change password](#) | [Logout](#)

Employers For Childcare Trading

Home Account **Orders** Employees Messages Contact Us Profile Reports & Forms Help

Your orders

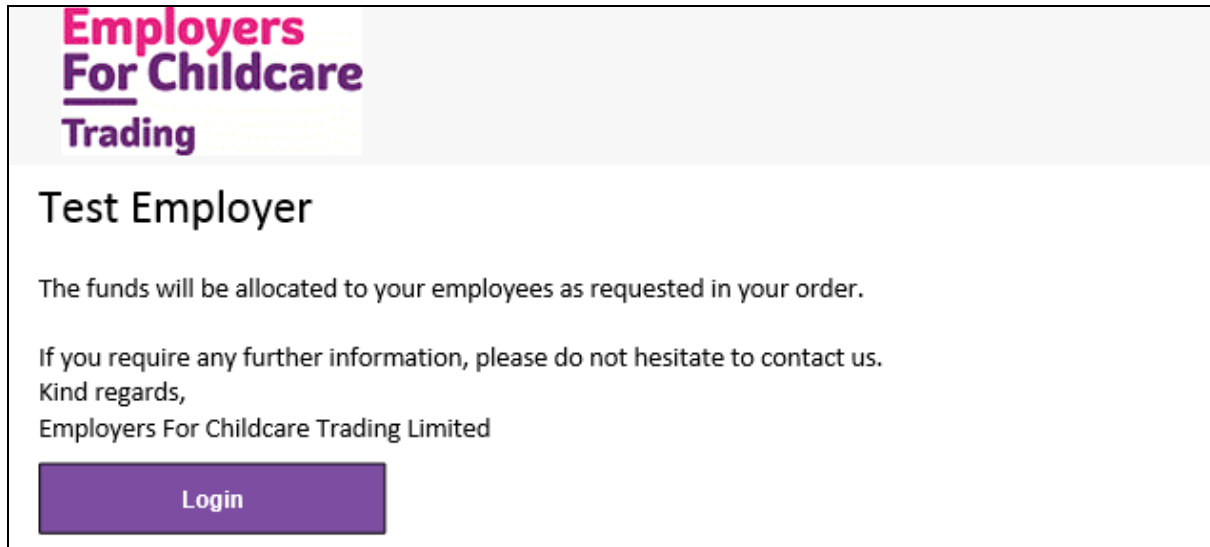
Show orders with status: -- All -- [New blank order](#)

Order No	Date	Voucher Value	Admin fee	Total Value	Status
264767	05 Oct 2018	£200.00	£14.00	£216.80	Submitted - awaiting payment

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:



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