

pluxee

Employee
SmartPay
Application
Guide

January 2025



SmartPay Application Guide

What is SmartPay?

SmartPay is designed to make unexpected home and essential purchases more affordable through salary deductions, eliminating the need for costly high-interest loans or accumulating credit card debt.

With SmartPay, you have the flexibility to select an eVoucher with a monetary value that suits your needs and budget, the value will be deducted from your net salary on a weekly or monthly basis for an agreed period of time.

There are no upfront payments, no credit checks, and no interest added to the eVoucher amount you apply for. **This makes SmartPay one of the most affordable ways for you to acquire the items you need.**

The application portal has been designed to make the process of application easy for you and the following guide will provide extra support if you do get stuck, remember our friendly Customer Care Team are on hand to help!

Please give us a call if you need us and we can key the application for you:
01908 303498 or email: employeebenefits@sodexoengage.com



How do I apply?

Go to your benefits platform or follow the link in the information provided by your employer.

- 1 This will take you to the application portal** which look like this. The benefits your employer offers will feature here. So for example, you might just see SmartPay & Cycles.
- 2 Click on more information under the SmartPay icon** to find out more.
- 3 Please read the FAQ's and make sure you have a copy of your payslip to hand** as you will need important details from this as part of the application process.
- 4 Then click on the Apply Tile** where you can login.

Manage Your benefits

Welcome to the salary deduct application portal. To find out more or apply for one of the benefits on offer to you, simply click the relevant button below. If you have any questions or need help with your application please give our Customer Care team a call on 01908 303 498.



Annual Leave Purchase

More Information



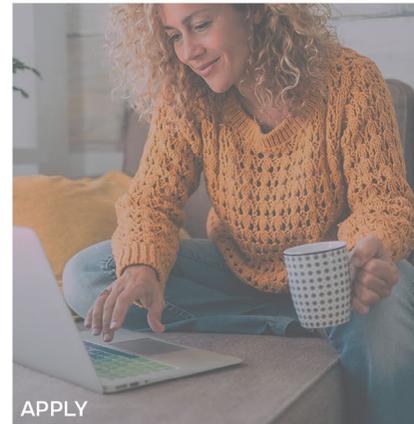
Cycle Benefit Scheme

More Information



SmartPay

More Information



SmartPay

Welcome to the SmartPay Application Portal

SmartPay offers a flexible and affordable solution to make unexpected home and essential purchases more manageable through salary deductions.

You can choose from a variety of eVouchers with no upfront payments, **no credit checks, and no interest added to the eVoucher** amount you apply for.

Select from our range of retailers including Currys, Argos, John Lewis, Decathlon, B&Q, and Wickes. You have the option to select between **£100 and £1,000** per year, the payments will be spread conveniently over **12** months and you can choose a mix of eVouchers or a single eVoucher.

You can apply for SmartPay vouchers more than once per year. For example, you could apply for a £300 eVoucher in November and another £500 eVoucher in June the following year, as long as it falls within your organisation's maximum order limits.

Please keep in mind that all SmartPay applications are subject to HR/Payroll approval.

For any questions, visit our [FAQ](#).

Do I need to register?

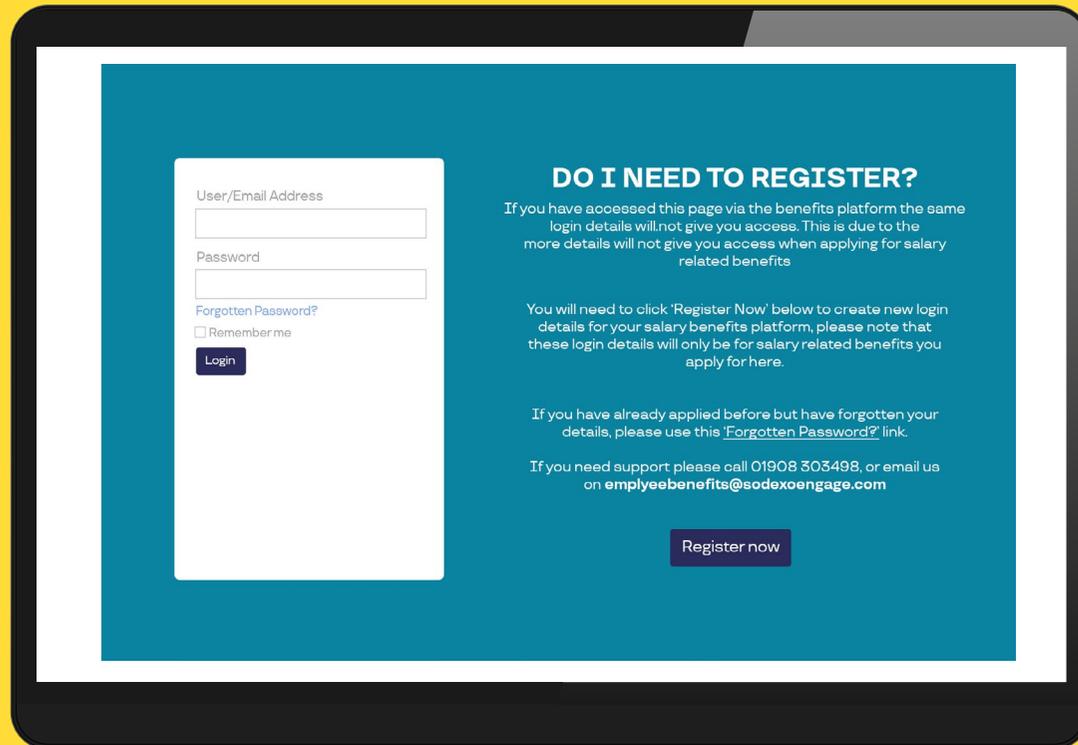
If you have accessed the application platform via the benefits platform the same login details will not give you access. This is due to the more detailed information required when applying for salary related benefits.

Applied Before - Please use the login details from previous applications. The system will have stored some of your information. If you have forgotten your password, please use the **Forgotten Password** link.

New User - If you are new to Salary Deduct benefits, click **Register Now** to create a new login - please note these login details will only be for salary related benefits you apply for here.

Password - This must be at least 8 characters long. It must have at least 1 upper case letter, 1 lower case letter, 1 number and 1 special character from the following: !@#\$%^&*()_+=[\];<.>?,- e.g. Abcdefgh1! Or Mynameis@

If you need help, please call 01908 303498 or email us on employeebenefits@sodexoengage.com



The screenshot shows a login/register page with a teal background. On the left, there is a white box containing a login form with fields for 'User/Email Address', 'Password', and 'Forgotten Password?'. Below the 'Forgotten Password?' field is a checkbox for 'Remember me' and a 'Login' button. To the right of the form, the heading 'DO I NEED TO REGISTER?' is followed by explanatory text. At the bottom right, there is a 'Register now' button.

DO I NEED TO REGISTER?

If you have accessed this page via the benefits platform the same login details will not give you access. This is due to the more details will not give you access when applying for salary related benefits

You will need to click 'Register Now' below to create new login details for your salary benefits platform, please note that these login details will only be for salary related benefits you apply for here.

If you have already applied before but have forgotten your details, please use this 'Forgotten Password?' link.

If you need support please call 01908 303498, or email us on employeebenefits@sodexoengage.com

Register now

Tell us a little about you

As part of the application, you will be asked to enter information about your salary, working hours and tax code.

You can find this information on your payslip.

Simply enter all the information requested in the relevant sections and click **Save & Continue** at the bottom.

Application Details

Tell us who you work for

Payroll *
-Select-

Payroll Department *
-Select-

Payment Interval *
-Select-

Gross pay amount per payment interval above *
0.00

Weekly Hours *
00.00

Contract Status *
-Select-

Employment Status *
-Select-

I agree with the [Terms and Conditions](#)

By applying for this Salary Deduct programme, I understand that in order to be able to provide the services, Pluxee UK Limited will be sharing the personal data, or a portion thereof, that I provide in my application on the platform with my employer or if relevant, the third party supplier.

Can we keep in touch?
Never miss an offer! We'd love to send you info on our services, exclusive offers and the latest promotions. Your personal details are safe with us – we'll never sell them to other companies for marketing purposes. If you want to know more about how we process your data [click here](#) to check out our privacy policy.

Yes please, keep me up-to-date with your offers and services via email

Save & Continue

Select your chosen retailer and value required

Select the retailer and voucher amount you require from the drop down.

If more than one retailer is showing this means you can select multiple amounts from different brands. E.g. £100 from Retailer A and £50 from Retailer B.

Simply select each one and click Add to Order then pick the next one. Selections will then show on the right under the Your Order section. Once finished please click **confirm**.

If you return to the platform to use SmartPay again within a year it will show the balance available to you. This limit is set by your organisation.

The screenshot shows a user interface for selecting a retailer and voucher amount. It is divided into two main sections: 'Where would you like to spend?' and 'Your order'.

Where would you like to spend?

- Select Retailer:** A dropdown menu with '-Select-' selected.
- eVoucher Amount:** A text input field with '0.00' entered.
- Add to Order:** A dark blue button.
- eVoucher Details:** A section with a 'User Instructions' button.

Your order

Retailer	eVoucher Amount
Argos	£100.00
Total Order Value £100.00	

Select Repayment Term: A dropdown menu with '12 Months' selected.

Monthly Deduction Per Month, for 12 Months £8.33

The total monthly deduction is the value that will be deducted by your employer each month from your net salary.

Confirm: A dark blue button.

Your Annual Order History

The amount of eVouchers you can order over a 12 month period is restricted to £3,000.00. The section below will show you a summary of what you have ordered over the last 12 months. Please note that you will not be able to exceed the balance of £3,000.00 on this current order request.

Retailer	Order Date	eVoucher Amount
Maximum Allowed		£3,000.00
You haven't ordered anything for 12 months.		
Total Order Value		£0.00
Balance Remaining (Maximum Allowed - Total Order Value)		£3,000.00

Please note: These calculations are for illustrative purposes only. If you are happy with your voucher selection, please click confirm to proceed.

Amendment to Salary Agreement

Once you click confirm the agreement which confirms you want to exchange a proportion of your salary for a voucher will appear – please read and agree to the terms by clicking **Sign Your Agreement** in the blue box.

You do not need to print and sign the document, by pressing the button you are confirming you agree with the terms and conditions and a copy will be emailed to you for review.

Your employer will receive a notification to approve your application. Once approved you will receive an email confirming approval then a second email with a link to download your eVoucher.

Approved eVouchers will now be sent daily at 3pm if ordered before 3pm on a Monday - Friday.

- Approvals received Monday - Friday before 3pm will be dispatched at 3pm on the same day.
- Approvals made after 3pm on Friday will be dispatched at 3pm on Monday.

Deductions will usually start at the next available payday. Applications are subject to HR/Payroll approval.

Your Agreement

Please sign your agreement by clicking on the button at the bottom of the screen.

You may need to scroll down to see the button

AGREEMENT TO VARY TERMS OF EMPLOYMENT BY APPLYING FOR THE SMARTPAY SCHEME

- 1 This Agreement sets out the terms and conditions that You are entering into with Your Employer when you apply for an eVoucher(s).
- 2 The eVoucher(s) is provided by the Nominated Supplier and can be redeemed at Your Chosen Participating Retailer ('SmartPay').
- 3 Please read the following information carefully and electronically sign this Agreement by ticking the box at the bottom of the screen. Your application will then be sent to Your Human Resources Department for approval. A copy of your approved Amendment to contract will be emailed to you.
- 4 This amendment to the terms of Your employment contract means that You agree for Your Employer to reduce Your Net Salary, after Tax and National Insurance, by the amount You have specified in your application, in order to take part in the SmartPay programme. This programme allows You to spread the cost of Your chosen eVoucher(s) for the agreed value over a 12-month period.
- 5 For the purposes of this Agreement, Your Net Salary refers to Your salary after any bonuses, incentives, commission, overtime, allowances or any other salary sacrifice schemes that You participate in are taken into account ('Net Salary').
- 6 If Your application for an eVoucher via SmartPay is approved, it is understood that by signing this Agreement, You are consenting to a variation of Your employment contract. The cost of Your chosen SmartPay eVoucher will be deducted from Your Net Salary in 12 monthly instalments.
- 7 **EMPLOYER**

What happens next?

Please sign your agreement by clicking on the button below.

A notification will be sent to the approver. Once the status of your application has been updated you will receive an email to notify you of the decision. If approved you will receive an email within 1-2 hours with instructions on how to access your eVoucher.

- By ticking the box and confirming your order you agree to our Terms & Conditions, in particular: That by ordering any eVoucher, you are entering into a Contract with us and understand that the eVoucher may not be exchanged, refunded or cancelled. Once received by you, the relevant retailer's purchase/refund Terms & Conditions will apply.

[Click here to Sign Your Agreement](#)

Thank you!

Thank you for your application.

Please check your email / spam folders for your electronically signed contract.

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Thank you!

If you need help or support with your application, please call 01908 303498 or email and our friendly customer care team are on hand to help.

Choose Pluxee.

www.pluxee.uk