Welcome to Upay

This guide is aimed to help you to use the Upay website.

To launch Upay you will need to navigate to www.upay.co.uk on your internet browser.

If you have not received your registration email then you will need to use the auto registration facility on the website. Please note that to do so you will need to have your Company ID along with your unique User ID:

Your Company ID is: 101

Your User ID details are obtainable from: An e-mail has been sent to your Hermes A/C or prefered e-mail address

If you do not have these details please contact Andrew Finch atf21@cam.ac.uk

Once these details are obtained, please click on Create New Account. You will then be prompted to enter your unique User ID, your Company ID and confirm that your name stored correctly.

Next you will be asked to enter the email address that you wish to use for this account. All future correspondence will be sent to this address, unless you subsequently change it.

Once you have completed this step you will receive an email detailing your user account details. Please take care when entering the password as spaces count as a character. This password can be changed once you are logged in.

To login please click the login button as shown here.
You will then be presented with a secure page to enter your unique username and password.

Please note that if you forget your password, please click on the Forgotten Password link on this page. Once you have entered your registered email address a new password will be emailed to you.

When you log in for the first time, you will automatically be directed to amend your password to something more memorable.

Once logged in you will be presented with your account page, branded with your company’s details.

You will see your menu options on the left hand side of the screen.