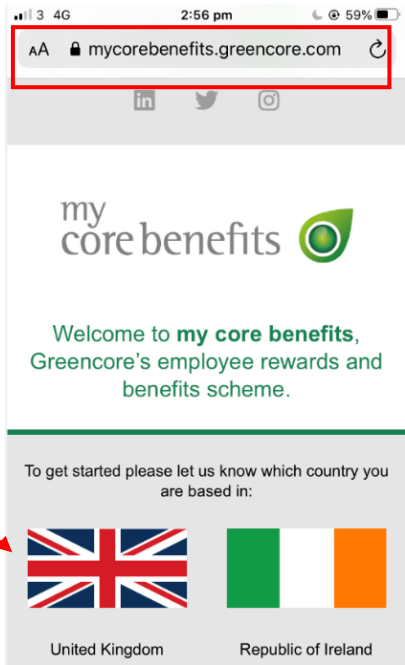
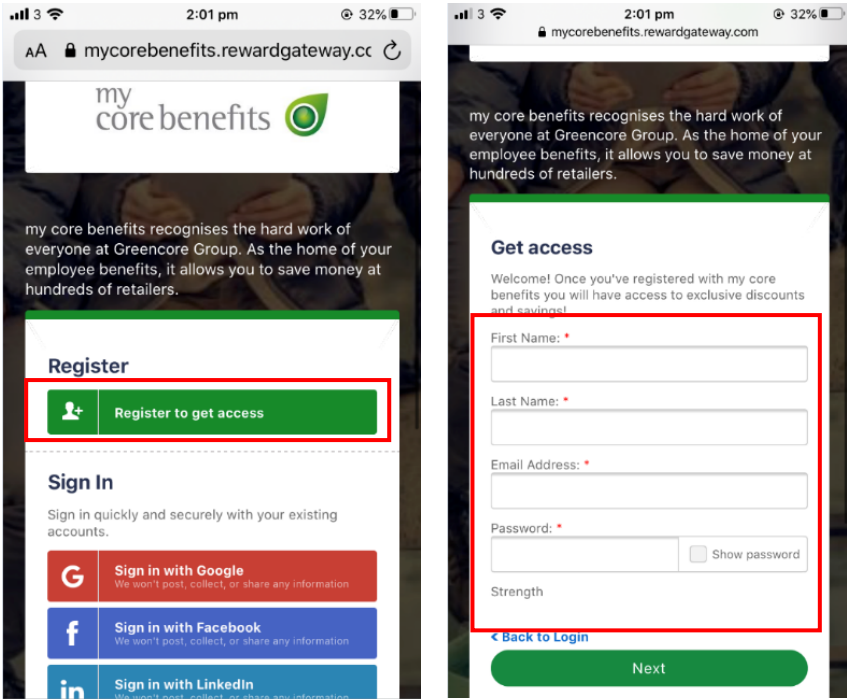


How to Guide – My Core Benefits

If you are a mobile phone user, follow these simple steps to access your payslips through My Core Benefits;

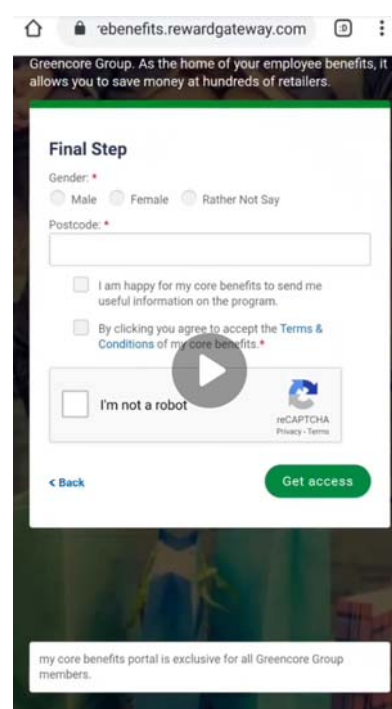
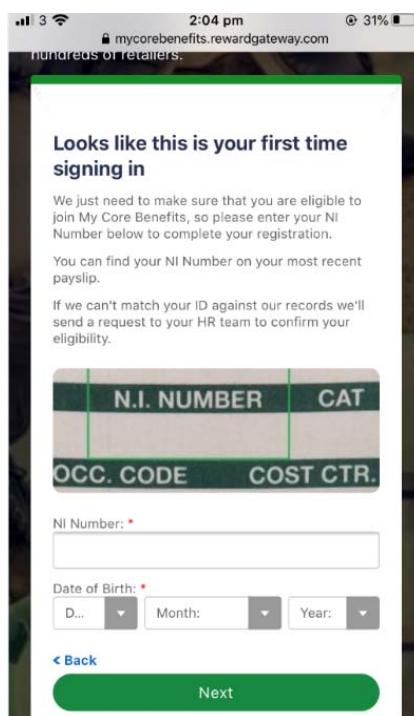
<p>Step 1</p> <p>Search for mycorebenefits.greencore.com and select United Kingdom</p>	
<p>Step 2</p> <p>Click 'Register to get access'.</p> <p>Then complete the form. You do not need a Greencore email address to sign up.</p> <p>Click Next.</p>	

Step 3

Enter your National Insurance number and date of birth. You can find your NI number on your most recent payslip.

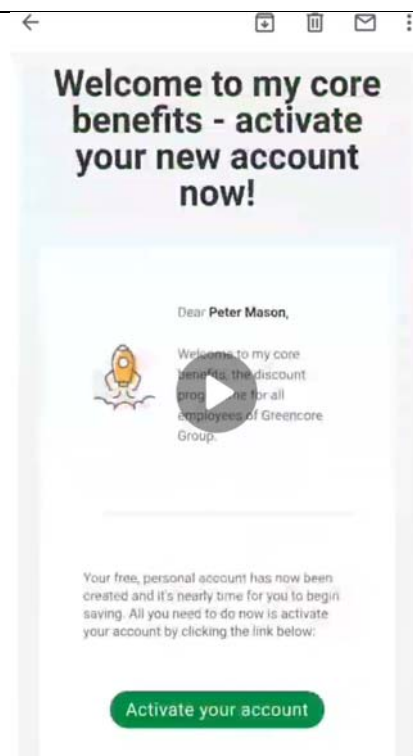
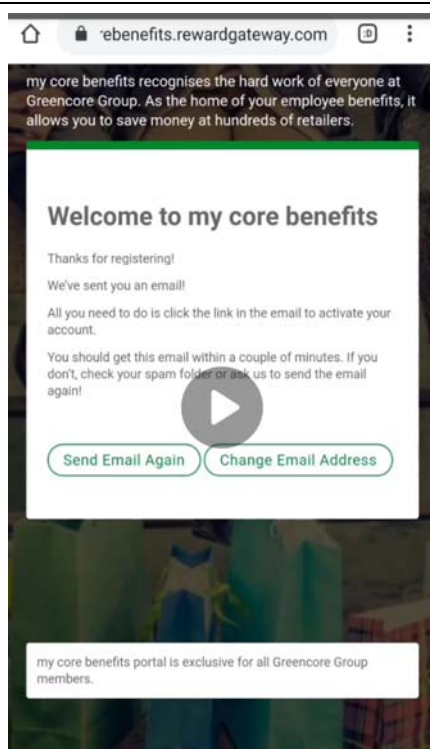
Then click Next.

Chose your gender and enter your postcode. You will then need to accept the terms and conditions and click Get Access.



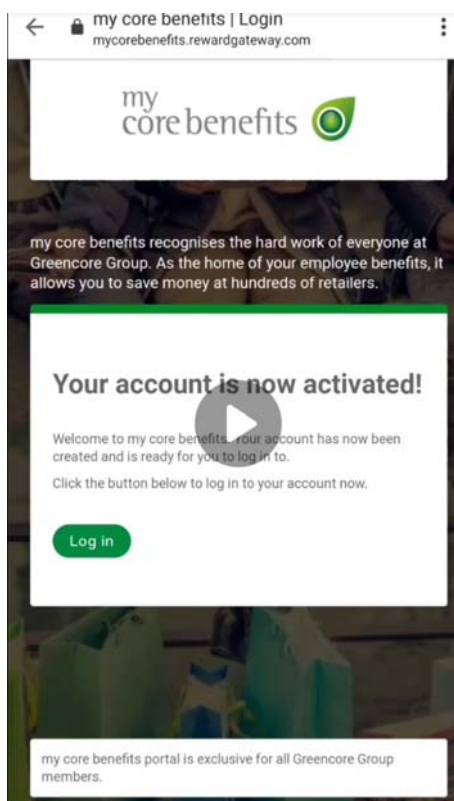
Step 4

You should now receive an activation email to the account you signed up with. You will need to find this email (check junk and spam folder) and click "Active your account".



Step 5

Now you have activated your account you can log in with your email.

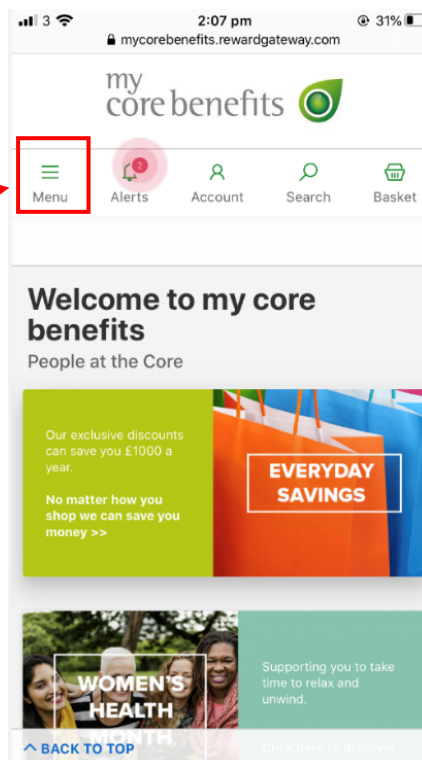


Step 6

You should now be able to enter the portal. Here you can find discounts for hundreds of retailers. Click on the Menu tab to access these.

You can use the other icons across the top to access your account details and check your basket.

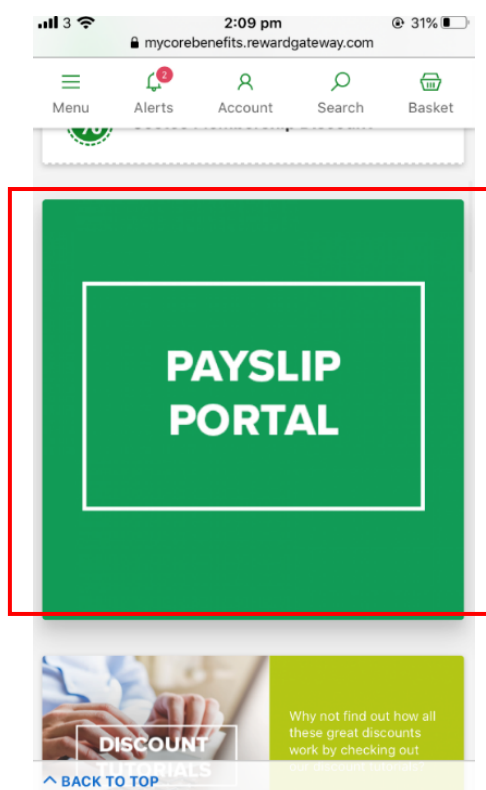
Scroll down and you will find a section called 'Discount Tutorials', which can help you to make the most of the portal.



Step 7

Scroll down on the main homepage and you will see the Payslip Portal.

Click on here to access your payslips.



Step 8

The Payslip portal will display all your payslips in order. You can choose to open and view them, and you can also download your payslips if needed.

You can use the search function to find historical payslips.

Remember to Log Out when you have finished to keep your account secure!

