



**Welcome to  
Umbrella Company UK**



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## Completing Your Registration

Before you officially become an employee of Umbrella Company UK and we start paying you, we must ask you to provide us with the following information so that we can complete the onboarding process. All of these documents can be uploaded directly on our website via the following link:

<https://www.umbrellacompanyuk.co.uk/upload/>

This will ensure the documents are forwarded to our onboarding team.

01

### Completed Contract of Employment

This is a digital document that you can access from a link that will be sent to you in a separate email via Signable. Please click the link, sign it and submit it; it will then automatically be sent to the onboarding team.

02

### A copy of your P45 or a completed New Starter Checklist

If you have a P45, please upload this via the link above. If you do not have a P45, please complete the [New Starter Checklist form](#) on our website.

03

### Photo ID

We are legally required to ensure that you have the right to work in the UK. To complete this requirement please provide a copy of your passport if you are a British or Irish citizen. Otherwise, please generate a share code using the [government's online right to work checking system](#) and send this to us. Please note we do not accept a driving licence as proof of your right to work in the UK.

Please return the completed documents/information to us as soon as possible as failure to do so will affect our ability to pay you.

Please do not hesitate to contact us if you have any questions about the onboarding process. You can give our friendly team a call on [01707 669020](tel:01707669020) or email us at [onboarding@umbrellacompanyuk.co.uk](mailto:onboarding@umbrellacompanyuk.co.uk).





Please return the completed documents/information via the secure link above at your earliest convenience.



## Downloading the Umbrella Company UK Mobile App

The My Digital online portal and mobile app is very easy to use and will allow you to manage your payroll from anywhere, and at any time of day.

With the My Digital app you can:

-  Log and submit your hours for each working week; there is no need for you to email us your timesheets
-  Update your contract information as and when required
-  Receive payment notifications when you are paid via same-day Faster Payments
-  View your payslips on the app as soon as they become available

You can use the app anywhere on your mobile or tablet device, or if you prefer you can log on via any suitable PC or laptop browser.

### Downloading the My Digital app is easy

Visit the App Store on any Apple device, or visit the Google Play store on an Android device, and search for the 'My Digital' app. It's completely free to download, and to log in simply input in the login information that will be provided by our Payroll team in a separate email from Umbrella Holdings.

You can also download the app via our website: [www.umbrellacompanyuk.co.uk/my-digital/app/](http://www.umbrellacompanyuk.co.uk/my-digital/app/).





## More Information to Complete the Registration Process

If you have not already, please ensure you advise your recruitment agency and/or end-client that you have registered to our Umbrella service.

Please note we will pay you your funds subject to all deductions by 17:30 on the day we have received cleared funds from your agency, provided they have sent us the funds by 14:00. Payslips for all payments made will be emailed to you and available to view on the My Digital app and online portal, and you will also receive a notification when you are paid.

You can use our umbrella service with any recruitment agency and/or end-client you work with in the future. All you need to do is let us know when you take on a new contract assignment and we'll take care of the rest. Please don't forget to log your hours on the My Digital app via your mobile/tablet or on the online portal!

## Additional Login Information

Once you have provided the required documents to complete the onboarding process, you will be sent your login details for the My Digital app. This will be sent to you in a separate email from Umbrella Holdings. Click on the link contained in the email to activate your account.

If you have not received this within 48 hours of completing the onboarding process with us, please contact us on **01707 669020** or email **[onboarding@umbrellacompanyuk.co.uk](mailto:onboarding@umbrellacompanyuk.co.uk)**.

**You must log your hours on the app/online platform in order to get paid on time. Please contact the Umbrella team if you need support with this.**



## Benefits For You

**FCSA-accredited umbrella company** - We are accredited by the Freelancer and Contractor Services Association (FCSA) - showcasing our commitment to compliance within our sector and ensuring our employees are paid correctly and compliantly.

**Comprehensive insurance** - You are covered with £10 million Employers' Liability Insurance, £10 million Public Liability Insurance and £5 million Professional Indemnity Insurance. If you need even more cover, please call us to discuss.

**My Digital App** - A state-of-the-art online portal and mobile app that makes submitting your hours worked and viewing payslips easier than ever before.

**Same-Day Faster Payments** - Umbrella Company UK provides Same-Day Faster Payments to ensure you are paid on time, every time.

**Employee Benefits** - As an Umbrella Company UK employee, you are entitled to statutory Sick Pay, Maternity Pay and Paternity Pay.

**No unpleasant surprises** - There are no hidden costs when you use Umbrella Company UK. No joining fees, no leaving fees and no extra costs that will take you by surprise.

**Ongoing support** - Our dedicated Onboarding and Customer Service teams are on hand to offer support throughout your time with us and answer any questions you may have.

**Referral rewards** - You will be able to earn fantastic rewards for referring your friends and family to our umbrella services!

*"I must say that for a first timer I found the process was made straightforward and simple with the help of the whole team. The back-up support on an ongoing basis has never disappointed either, Umbrella Company UK have remained attentive and efficient throughout."*

Keith, contractor





## SafeRec

Umbrella Company UK is proud to be a Certified SafeRec Umbrella Company. Powered by AI, SafeRec's auditing software is revolutionising compliance within the contractor payroll sector. When we process your payroll for the first time, you will also receive an email from Payslip Buddy (powered by SafeRec) – the first independent third-party auditor that ensures your payroll has been processed compliantly, and there are no unethical deductions or hidden costs being deducted from your pay. The email will have a link you need to click to activate your Payslip Buddy account.

Once you have activated your Payslip Buddy account, you will automatically be emailed a payslip report every time we process your payroll and issue you a payslip. This transparent approach means you can work on your temporary assignments with complete peace of mind – knowing that you are being paid correctly and compliantly by an umbrella company that truly values transparency. You can also login to Payslip Buddy at any time to check the audit reports for your payslips.

Simply put, Payslip Buddy puts compliance in your hands. Every time you are paid, you are sent a detailed payslip audit generated by state-of-the-art AI software to check we have paid you in accordance with HMRC and that no unethical deductions or anomalies have occurred. We are delighted to be one of the few umbrella companies committed to transparency and ensuring our employees receive the best service.

For more information, please visit the [Payslip Buddy website](#) or contact the Umbrella Company UK Onboarding Department.





## Contact Information

If you require any assistance, please do not hesitate to get in contact by phone, email or directly on the Umbrella Company UK website - the details are highlighted below.

Thank you for joining Umbrella Company UK and welcome to our service - we're happy to have you on board!

*"I am happy with Umbrella Company UK and do recommend the company to my friends as they have done well by me and I feel comfortable that all the advice and assistance is legal and safe."*

**Chandni, contractor**



 01707 669020

 [onboarding@umbrellacompanyuk.co.uk](mailto:onboarding@umbrellacompanyuk.co.uk)

 [www.umbrellacompanyuk.co.uk](http://www.umbrellacompanyuk.co.uk)





## Referral Promotion - Recommend a Friend or Colleague



### Refer a friend or colleague

Refer a friend or colleague to Umbrella Company UK and we'll **pay back our margin for 2 weeks** - for you and the person you refer!\*

Refer as many contractors to us as you like!

Email [refer@umbrellacompanyuk.co.uk](mailto:refer@umbrellacompanyuk.co.uk) or visit our [website](#) to make a referral!

\*Terms and conditions apply





**UMBRELLA  
COMPANY** UK



## Need Support? Get in touch with the Payroll Team



01707 669020



[umbrellacompanyuk.co.uk/contact/](https://umbrellacompanyuk.co.uk/contact/)



[onboarding@umbrellacompanyuk.co.uk](mailto:onboarding@umbrellacompanyuk.co.uk)



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