



## Registering with the Employer Portal Guernsey based:

1. Register with the employer portal. [Click here to register](#)
  - a. Complete your personal individual information

Your password must be at least 6 characters long and include: an uppercase letter; a lowercase letter; a number; and a special character like: !@#£%\$^&\*

- b. Click "Register"

**GOV.GG** Information and public services for the Island of Guernsey

### Register

Create a new account

**Name**  
  
This should be your real name - it is the name that will appear on screens when you are logged in

**Email**  
  
If you have changed your email address, please log in using your old one and update it, rather than registering a new email address

**Password**  
  
Your password must be at least 6 characters long and include: an uppercase letter; a lowercase letter; a number; and a special character like !@#£%\$^&\*

**Confirm password**

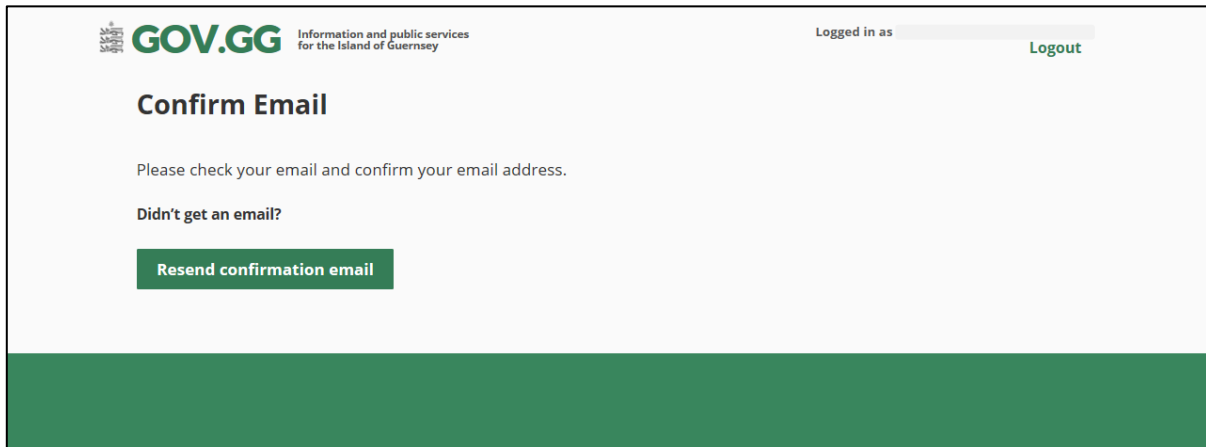
**Register**

The details you provide on this screen will be used to create an online account, which you can use to log in to various States of Guernsey services. They may also be used by those online services to save you from having to enter the information a second time. The information will be stored on SoG servers in Guernsey and will not be passed on to third parties or used for any other purpose. You can update these details yourself at any time or delete your account via the X button located in the top right corner of the screen. Please note that the States of Guernsey offers a number of online services, each with its own data protection or confidentiality statement, since the data you provide to each is specific to that service. For more information about how your information is handled, please refer to the relevant data protection or confidentiality statements or see [www.gov.gg/DP](http://www.gov.gg/DP).

YoUpdated 23/03/2021

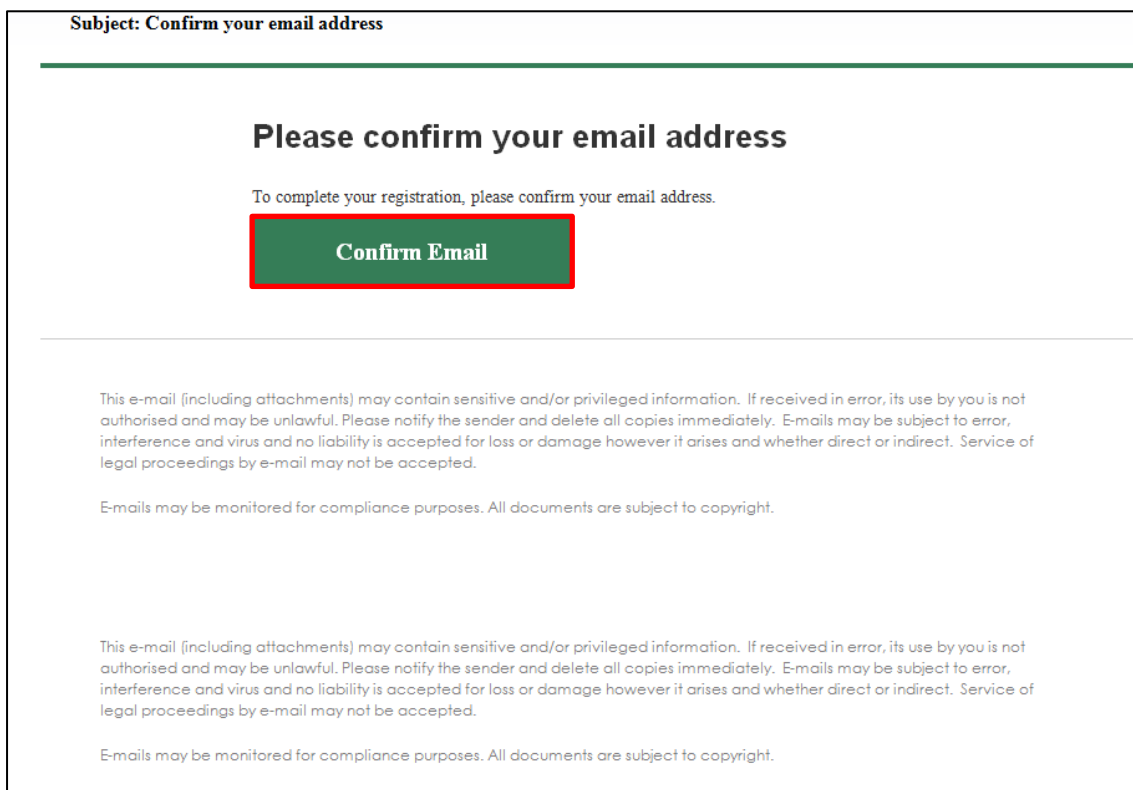
Updated 23/03/2021

u will now see this screen

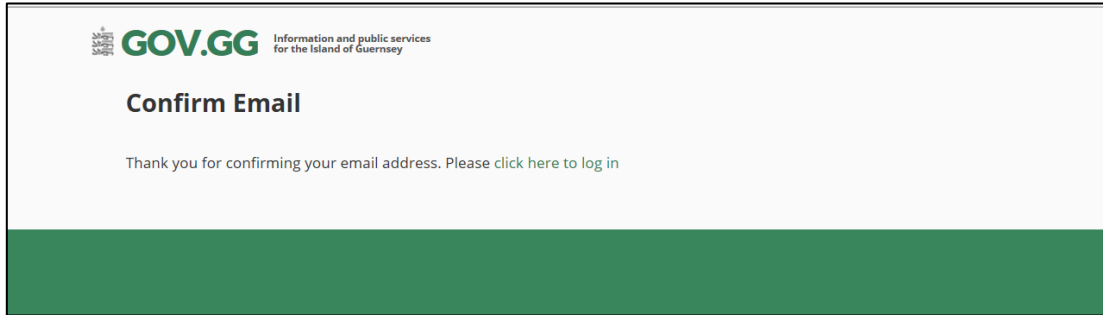


2. You will be sent an email with a link to follow from "[donotreply.login@gov.gg](mailto:donotreply.login@gov.gg)". Please ensure you check your junk/spam folders and the email address provided is correct.

- a. Click the link "Confirm Email"

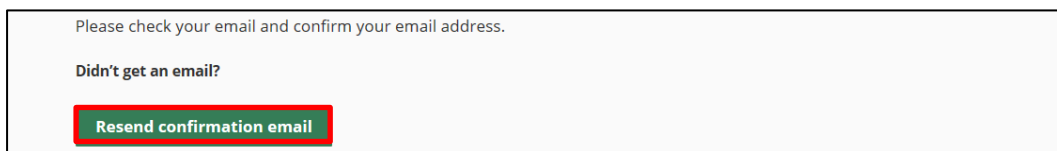


Your browser will open. Click on the “please click here to log in” green text

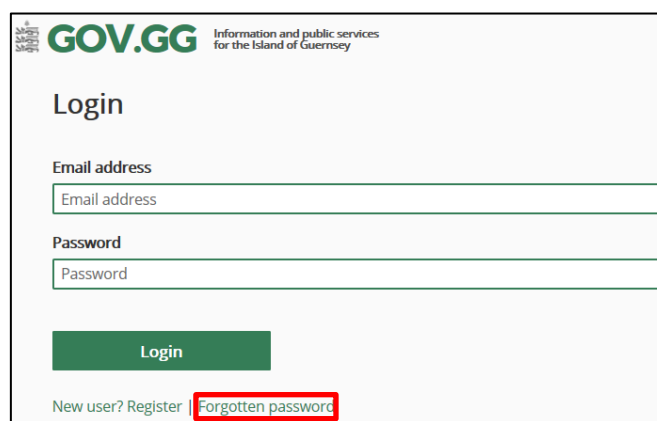


**Troubleshooting:** If you did not receive an email from [donotreply.login@gov.gg](mailto:donotreply.login@gov.gg)

- I. Check your Junk/Spam folders
- II. Click “resend confirmation email”



- III. If that fails try to login to the portal [here](#) and select resend confirmation email again
- IV. If that fails try to reset your password [here](#) as this will force an email to be sent



- V. If this fails please contact the population management office +44 (0) 1481 715790

3. Once your email is confirmed, Login to the portal using the same email address and password you used to create the account.
4. Select “I am an employer...”
  - a. Complete your personal information to create your ‘User agency’
  - b. Complete your Company/Employer information
  - c. Select “Yes” to the question “Are you a Guernsey-Based Employer?”
  - d. Click “Save”

States of Guernsey  
Population Management

Logout

## About you

**Your role**

I am an employer applying for Employment Permits and/or for keeping employee records  
You can also select this if you are acting on behalf of the employer.

I am an individual applying for Resident Certificates or Permits, or an individual with a change in circumstances  
You can also select this if you are acting on behalf of an individual.

**Basic details** A

Title

First name/s

Surname

Job title

**Employer name** B

Are you a Guernsey-based Employer?

Yes  No

**Employer Social Security number**  
This is the number you use for your company contribution returns

Contact number  
Code and number

**Correspondence address**

Address

Postcode

**save**