EDM User Guide – Registration
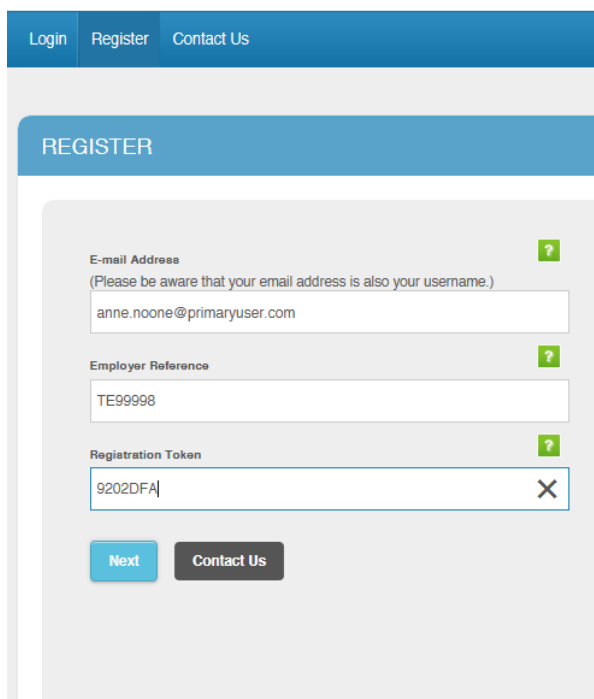
Before you can use the EDM portal for the first time you may need to register. Existing users of our contributions portal do not need to register again but for those who are not SPPA will send a registration token to your principal user email address. Once you have the registration token you'll load the EDM login page and follow the steps below to complete registration:

Step 1

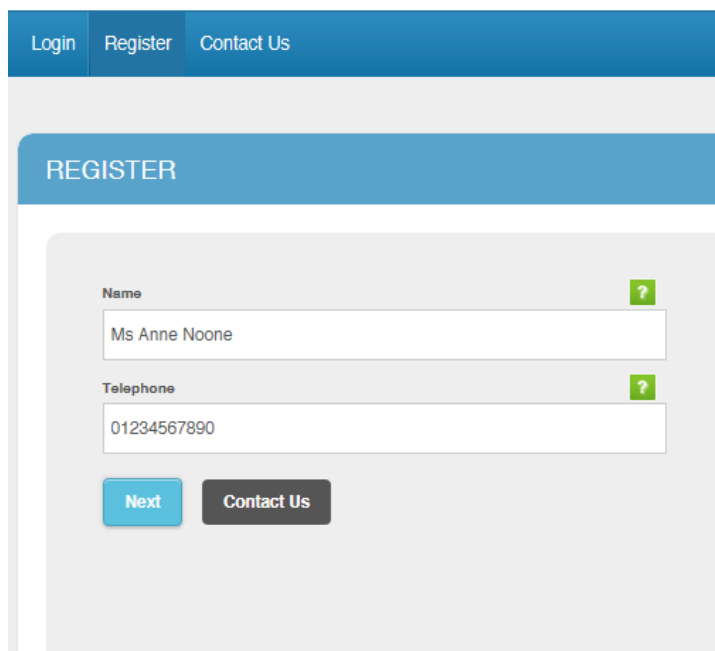Select 'Register' from the menu bar:

1. enter your email address in the first box (this will be your username for future logins)
2. enter your SPPA employer reference number in the second box
3. enter your registration token in the third box (case sensitive)

If you want to register but haven't received a registration token please use the 'Contact Us' button to let us know and a registration token will be sent to you.
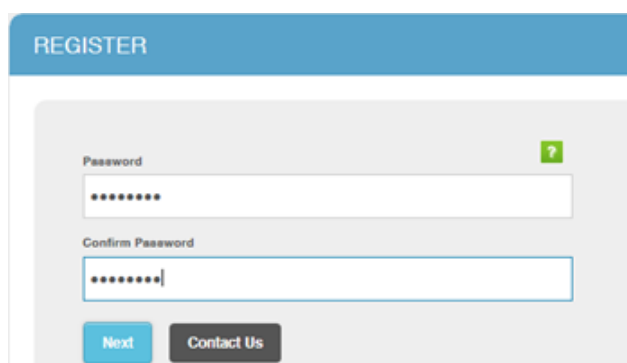
Click 'Next' to proceed with registration.

Step 2

Please check and amend your name and contact telephone number if necessary. These details will be stored on the portal as 'Your Details'.

Click 'Next' to proceed with registration:

Step 3

Create and confirm a password. Your password must be a minimum of eight characters and must contain one uppercase character and one symbol. For example, 'EDM%employer'.

Click 'Next' to proceed to the final registration screen:

Step 4

You are required to set answers to five security questions. Please use answers you will remember as you will need to answer these questions if you forget your password.

All answers are case sensitive so it is recommended you use one single case to avoid problems submitting your answers.

Once you have set your answers click 'Complete Registration' to end the process.
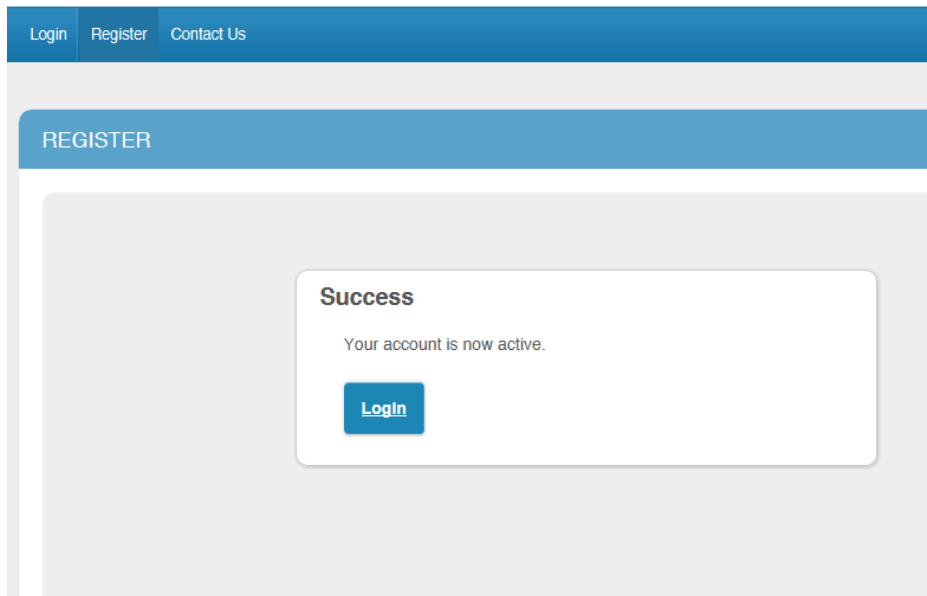
Once you have successfully registered you will see the screen above. Click 'Login' to use the EDM portal.

If you have any difficulty registering to use EDM please contact the EDM team using 'Contact Us' or telephone on 01896 893000 and ask for 'EDM'.