

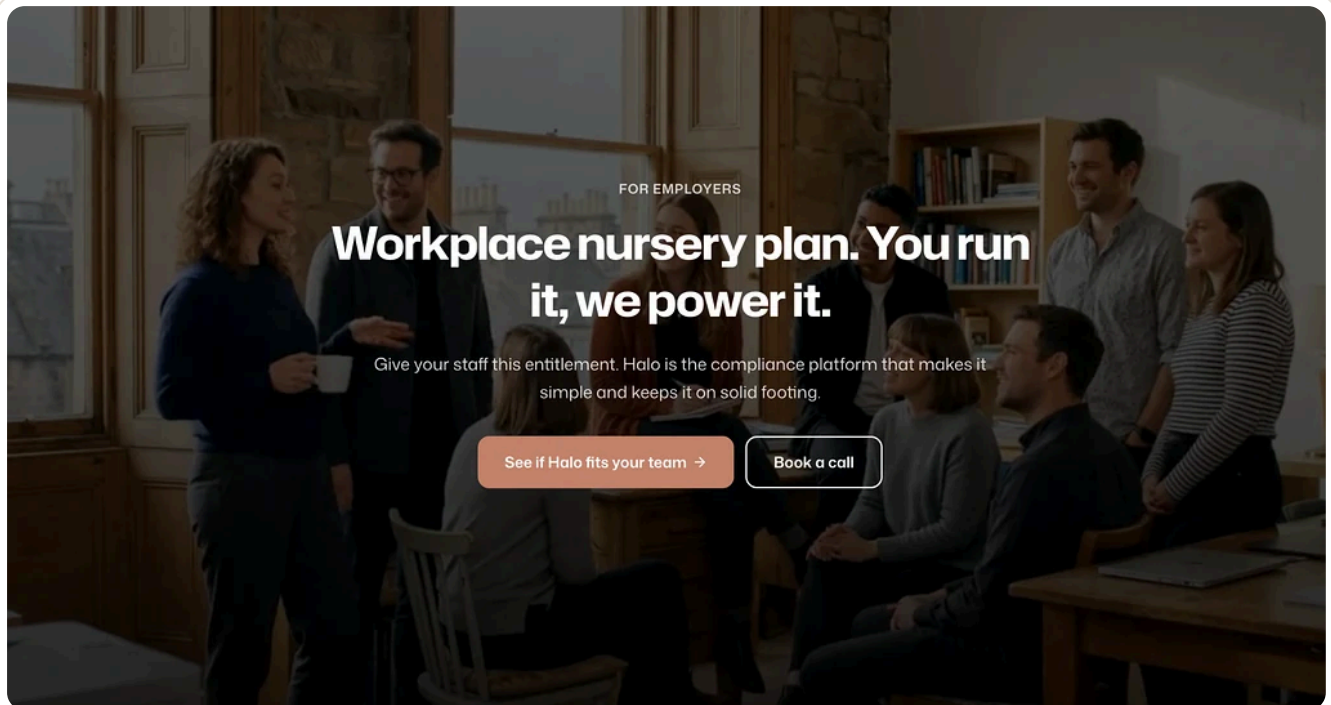
Getting started with Halo

This guide takes you from first contacting Halo through to activating Halo Pay and inviting your first employee.

1

Start your Halo journey

Visit the Halo employer page and select **See if Halo fits your team**.



Select “See if Halo fits your team” on the Halo employer page.

Choose to set up Halo Pay

On the following screen, select **Set up Halo Pay** to begin the employer onboarding process.

THE WORKPLACE NURSERY BENEFIT · FOR EMPLOYERS

Everything you need to know about the workplace nursery benefit

Find out anything, see a live demo, book a call with our team, or set up Halo Pay for your employees – start wherever you like.

Designed around s318 ITEPA 2003 - independently reviewed, with written opinions, by global tax advisory firms.

ASK HALO - ANYTHING ABOUT THE WORKPLACE NURSERY BENEFIT

Hi 🙋 Ask me anything about the workplace nursery benefit – how it works, the conditions to meet, and what it means for your team. When you're ready, I can line up a demo, a call, or get you set up with Halo Pay.

What does it cost us to run? What do our employees get? How do we set it up?

Type your reply...

Send

See a live demo
A real Halo employer dashboard, shown with live demo data.

Explore the demo →

Book a call
A friendly 15-minute chat with our team – no pressure.

Book a 15-min call →

Ready to go?
Set up Halo Pay for your team – it only takes a few minutes.

Set up Halo Pay →

Select “Set up Halo Pay” to get started.

Tell us about your company

Our onboarding agent will ask for some basic contact and company information. Once we have the details we need, Halo will create your employer account.

HALO

Tell us a bit and we'll get you set up

Whether you're an employer, an employee, or a nursery – start here and we'll point you the right way.

I'm an employer – set us up

Great – happy to get you set up on Halo! Let's find your company first.
What's your company name?

Tell us a bit about yourself...

Send

Provide your contact and company details.

Sign in to your new account

Once your account is ready, select **Click here to sign in & continue**.

Tell us a bit and we'll get you set up

Whether you're an employer, an employee, or a nursery – start here and we'll point you the right way.

Great! And what's your work email address, and your first and last name?

Anna Guy - anna.guy+testemployer09@halown.com

Yes

Just to confirm before I create your account:

- **Name:** Anna Guy
- **Company:** HALO TEST EMPLOYER 09 LTD
- **Email:** anna.guy+testemployer09@halown.com

Does that all look right?

Yes

Let me look up that company and get your account created!

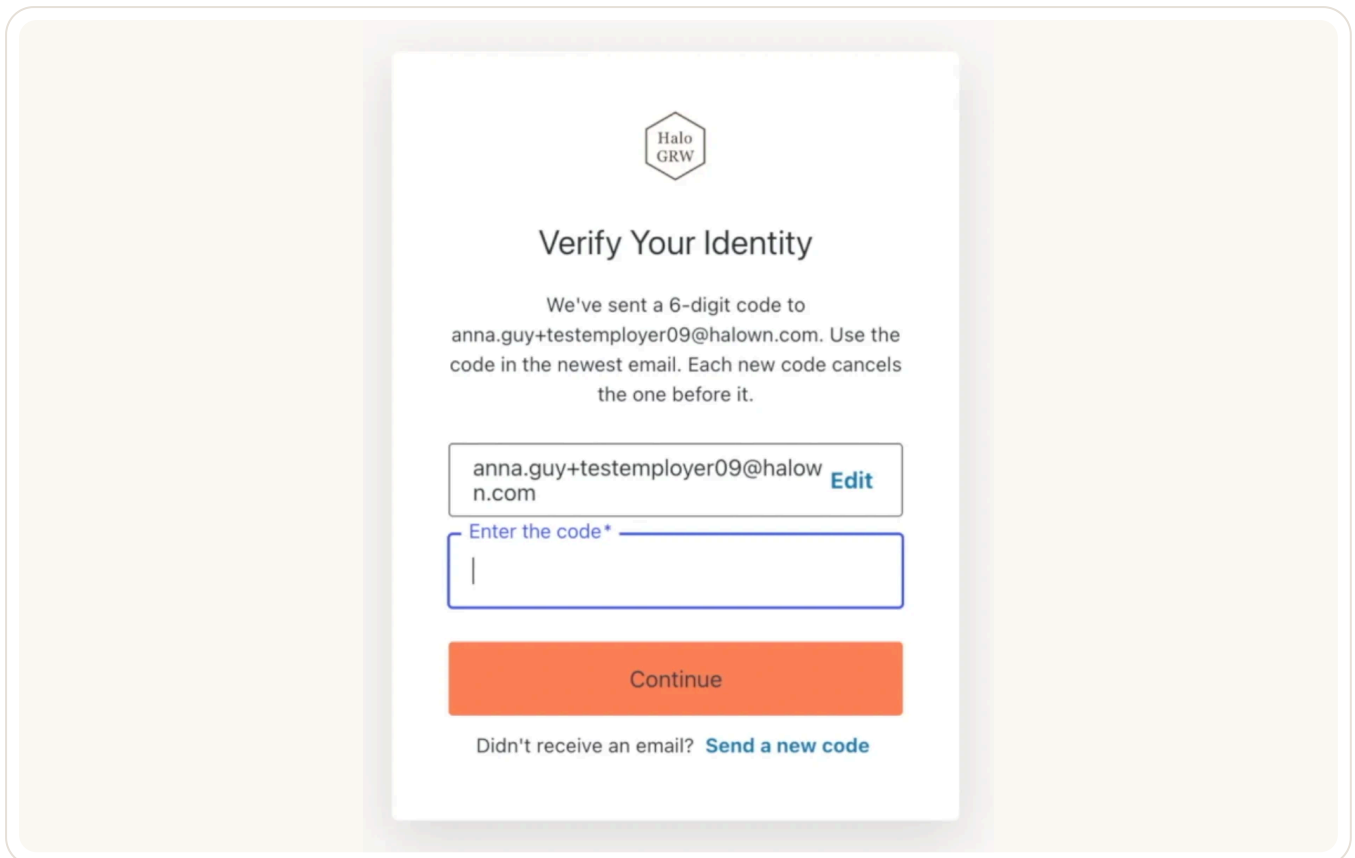
Click here to sign in & continue →

Your secure one-click sign-in link.

Sign in to continue setting up your employer account.

Verify your identity

We'll send a six-digit verification code to your email address. Enter the code to access your account securely.





Verify Your Identity

We've sent a 6-digit code to
anna.guy+testemployer09@halown.com. Use the
code in the newest email. Each new code cancels
the one before it.

anna.guy+testemployer09@halown.com [Edit](#)

Enter the code*

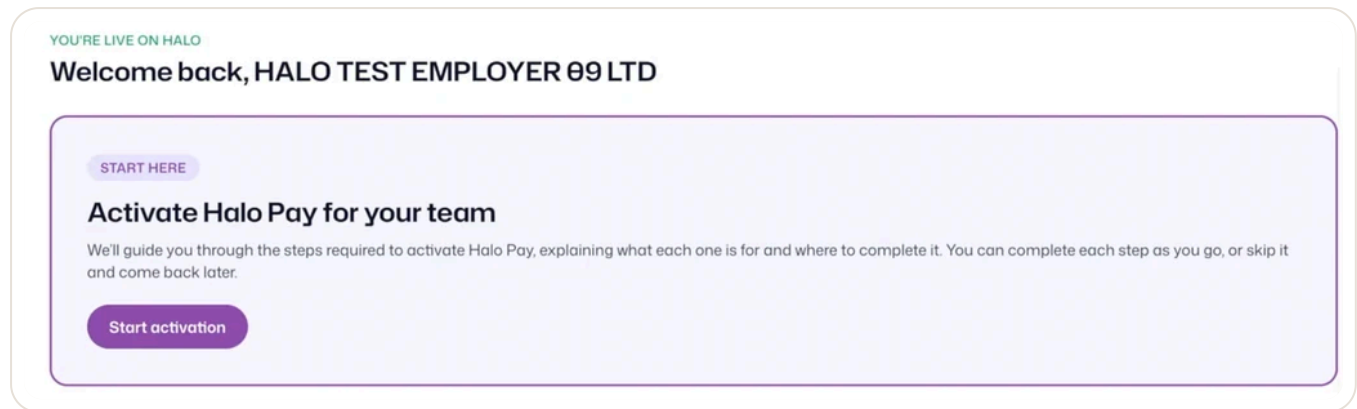
[Continue](#)

Didn't receive an email? [Send a new code](#)

Enter the verification code sent to your email address.

Activate Halo Pay

From your employer dashboard, select **Start activation**.



Start the Halo Pay activation process from your dashboard.

Complete the activation steps

Follow the on-screen process to:

- Review and accept the employer agreement
- Confirm your company details
- Add your banking information
- Set up the Direct Debit used for Halo's service fee
- Review and confirm your setup

The screenshot shows a mobile app interface for activating Halo Pay. At the top, the title "What you'll need to activate Halo Pay" is displayed. Below the title, a paragraph states: "We'll guide you through each step and explain what it's for. You can complete each one as you go, or skip it and come back later." A list of four steps follows, each with a numbered icon and a description:

- 1 Employer agreement**
Review and sign your agreement with Halo, setting out how Halo Pay will operate for your company.
- 2 Company details**
Confirm the company details that will be used for Halo Pay.
- 3 Banking details**
Add your company bank details and set up the Direct Debit for your Halo platform fee.
- 4 Review your setup**
See what you've completed during the walkthrough and anything you still need to do.

At the bottom of the screen, there are two buttons: a green "Begin >" button with a cursor icon pointing at it, and a white "Not now" button with a red border.

Complete each section to activate Halo Pay.

Invite your first employee

Once Halo Pay is active, invite your first employee from the employer portal. You can invite employees individually or upload several employees at once.

EMPLOYEE INVITATION

Invite your employees

You can invite employees whenever you are ready. They receive an email from Halo and are guided through setting up their account and creating their arrangement.

This walkthrough shows you how to send an invite and what happens next. For now, your only action is inviting the employee. Halo tells you when you need to do anything else.

- 1 You send the invitation**
Add their name and email address and Halo sends their invite.
- 2 The employee gets started**
They follow the link in their invitation and Halo guides them through setting up their account and starting their arrangement.
- 3 We tell you when you need to do something**
When their arrangement reaches a step that needs your input, Halo emails you with what you need to do and where to do it.

[Invite employees →](#) [Not now](#)

Invite employees to begin creating their Halo arrangements.

What happens next?

Once invited, the employee will create an arrangement between you and their nursery by adding their child, nursery and arrangement details. If their nursery is not already on Halo, we'll work directly with the nursery to get them set up.

When the arrangement is ready, we'll notify you by email so that you can review and approve it in your employer portal.