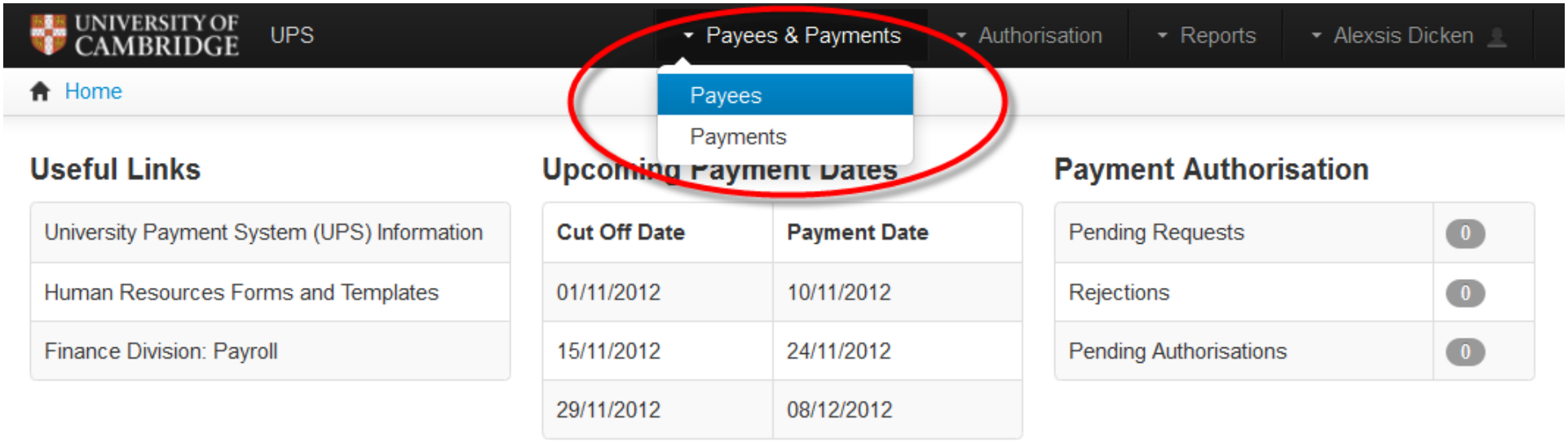
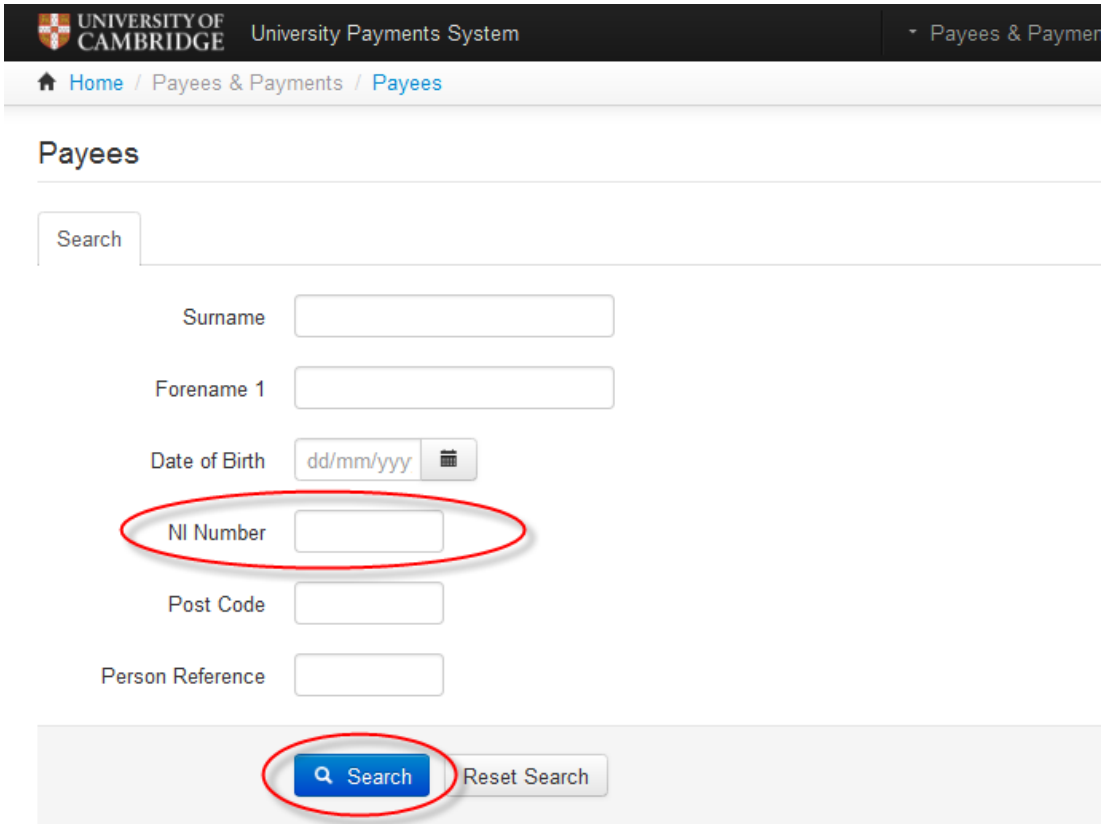
Search on UPS

- On Home page select **Payees** or **Payments** from Payees & Payments dropdown list

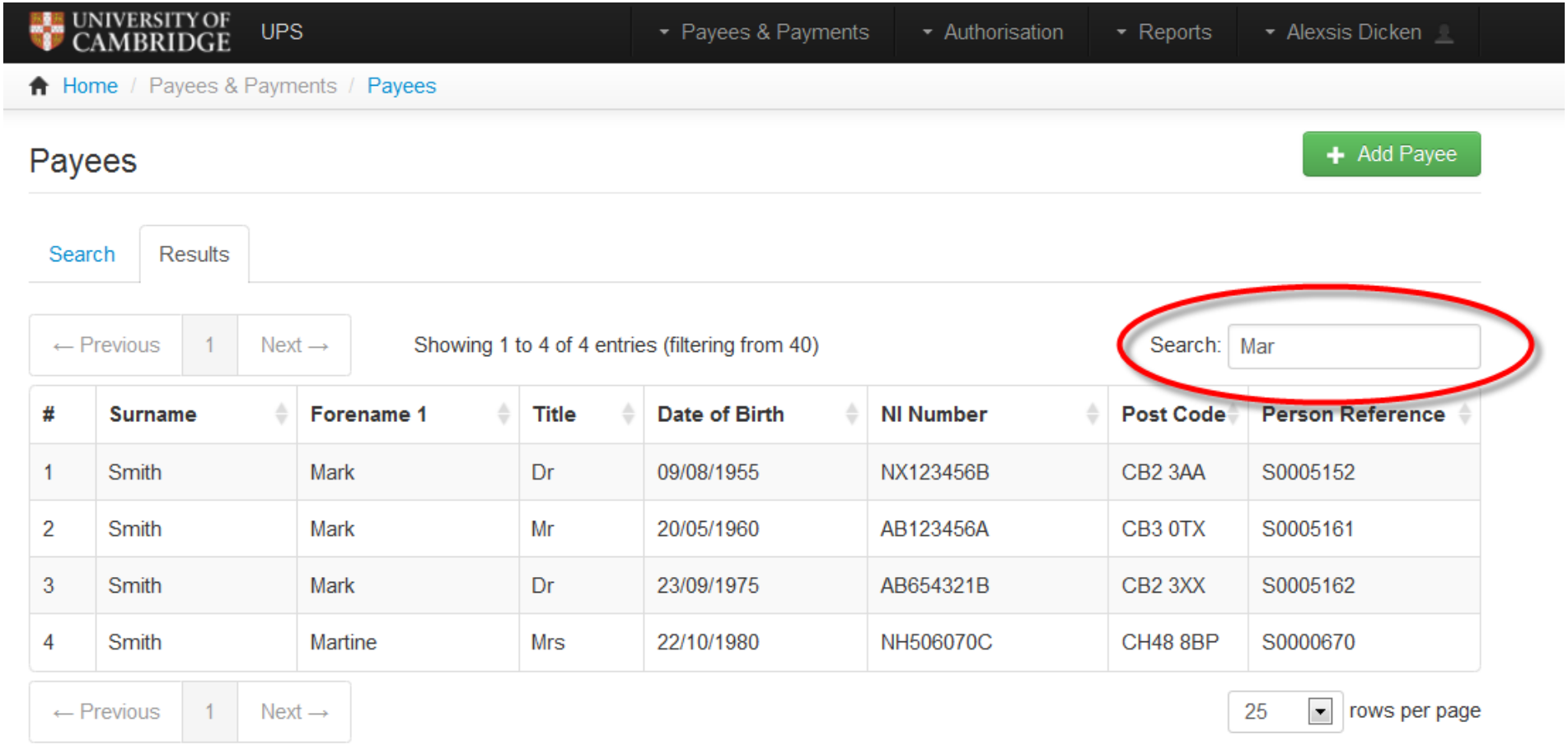


- Enter **NI number** and click Search

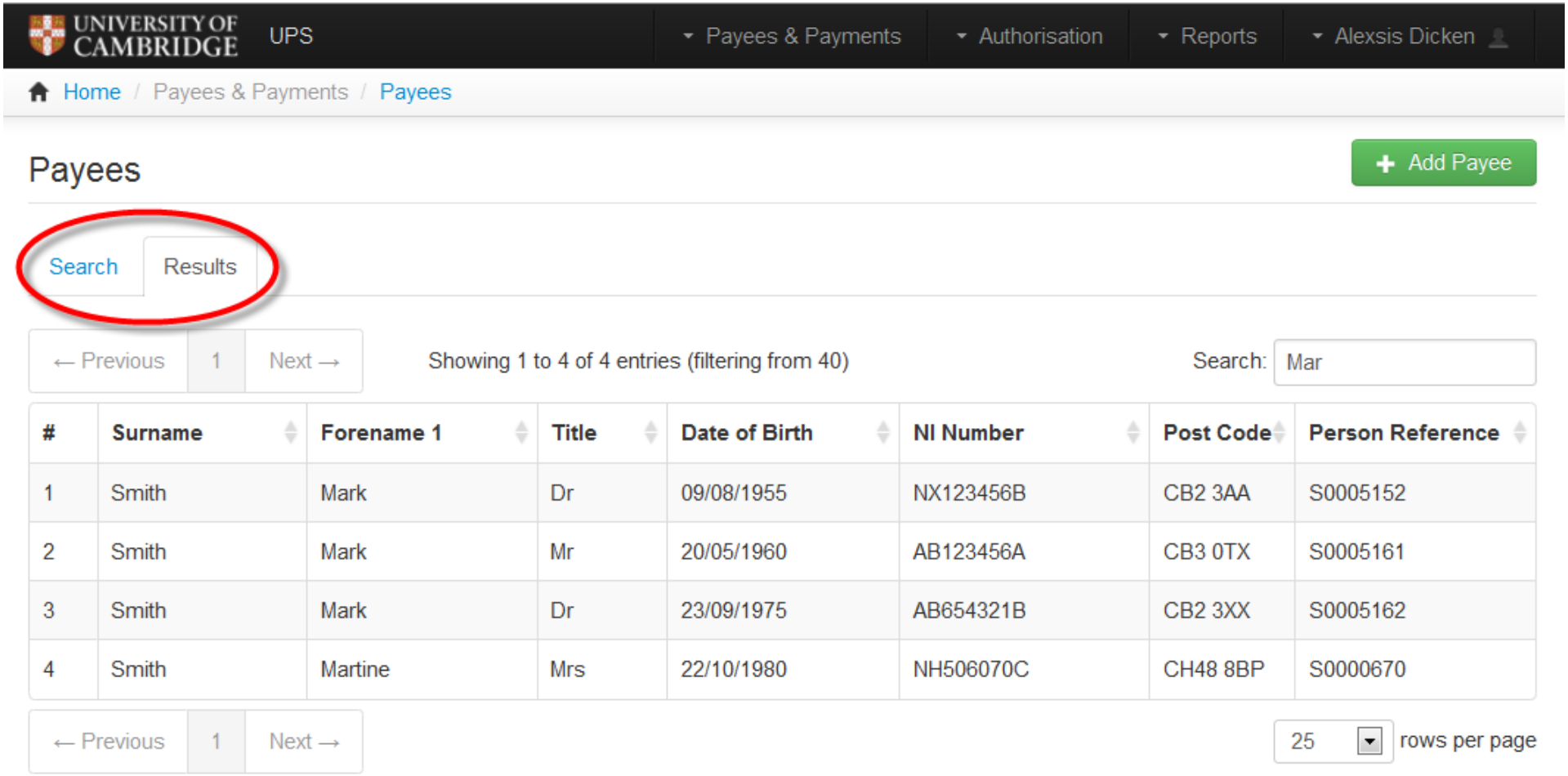


- If you do not have the NI number, you can enter a partial surname e.g. Smi or Person Reference in full
- The more details you enter, the more restricted your search results will be

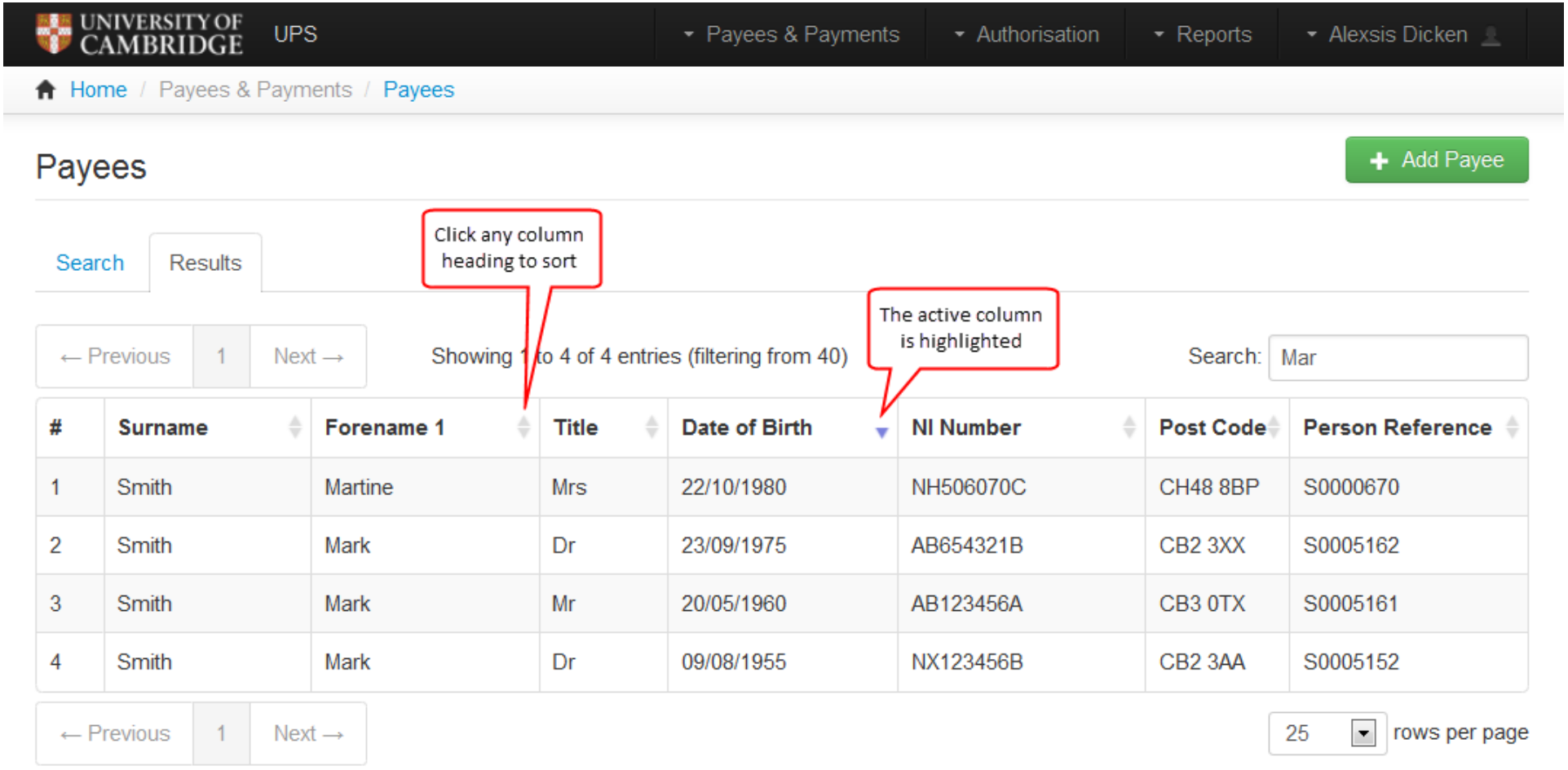
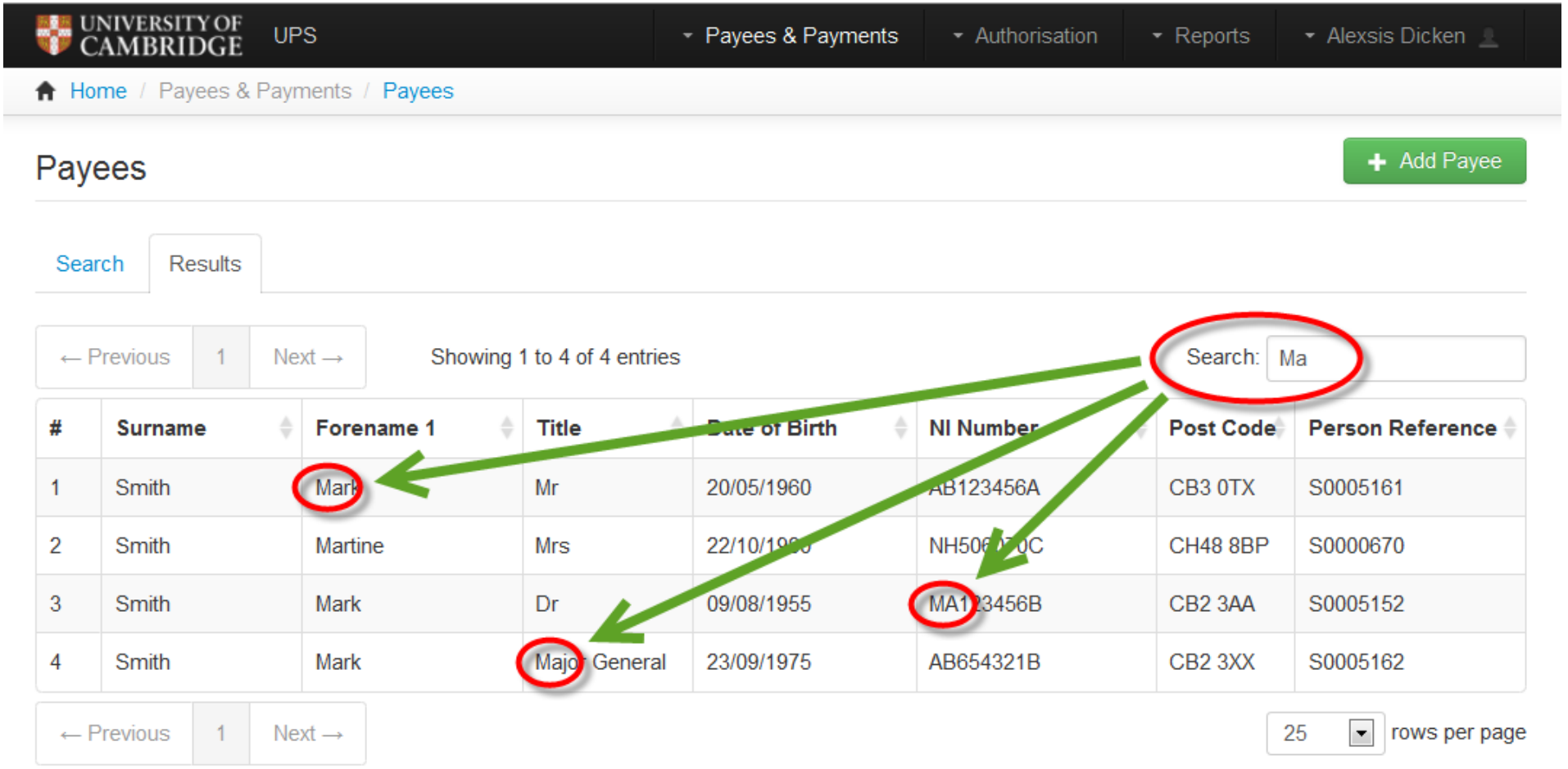
- To refine the search results, enter additional details in Search box e.g. partial forename



- You can switch between the Search and Results, simply by clicking the relevant tab



- You can order the Search results by clicking any column heading in the Results tab



- Search will look for the data across all fields