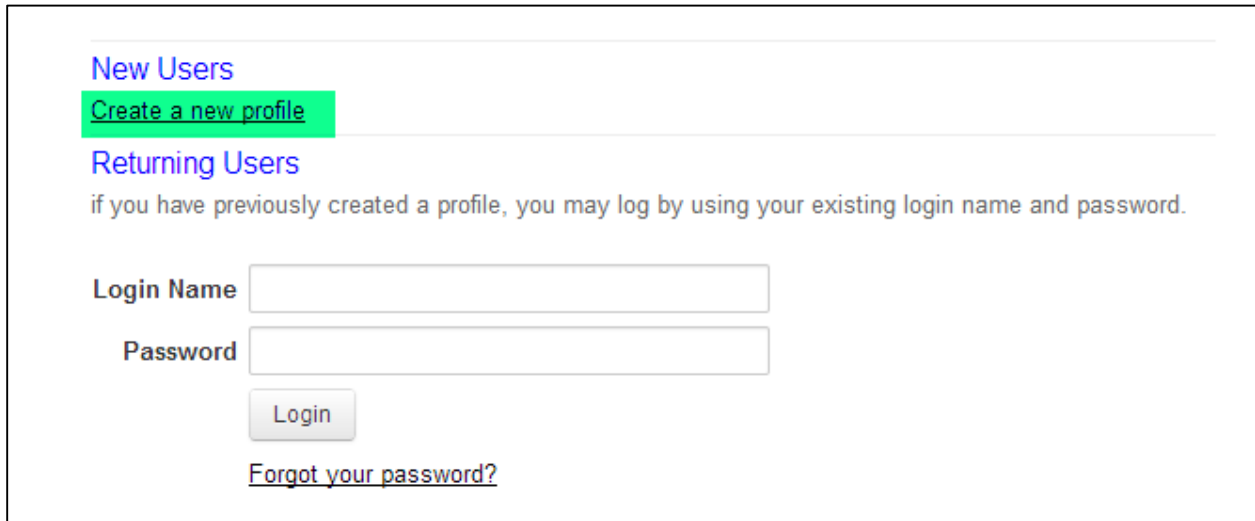


Employee Login Creation

Before you begin, you will need to get a web URL or link from your employer.

Once you are on that website, click the “Create a new profile” link as shown below.



New Users

[Create a new profile](#)

Returning Users

if you have previously created a profile, you may log by using your existing login name and password.

Login Name

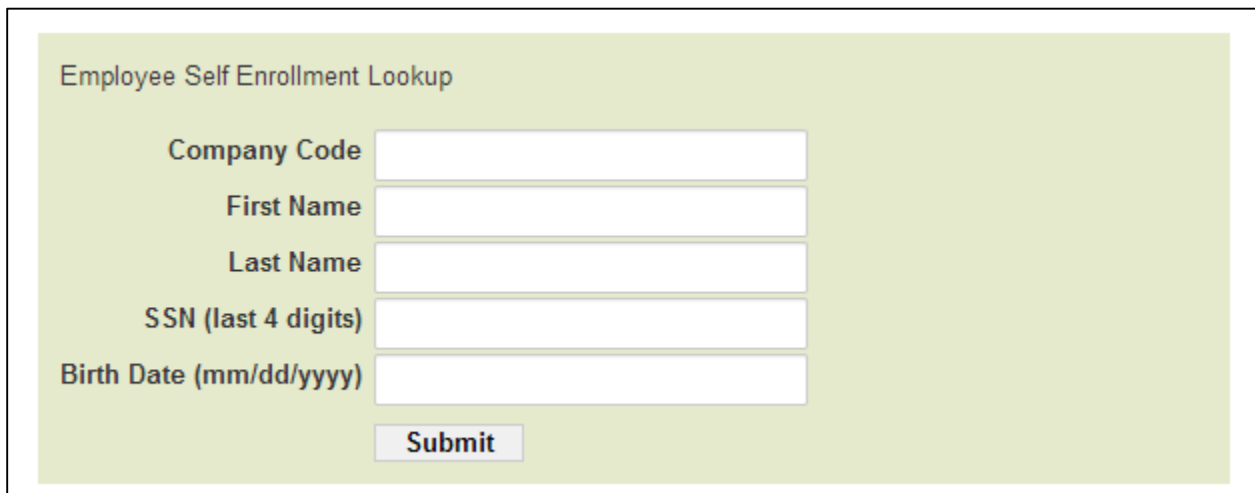
Password

Login

[Forgot your password?](#)

Enter the requested information and click the Submit button.

Notes: The Company Code can be found on previous paycheck stubs. It is a 4 character code that typically precedes the employer name on the stub. If you can't find this code, check with your employer. Enter your first name as it appeared on your prior paycheck stubs.



Employee Self Enrollment Lookup

Company Code

First Name

Last Name

SSN (last 4 digits)

Birth Date (mm/dd/yyyy)

Submit

Next, enter your email address. Create a login and password. Then, click the Submit button.

Employee Enrollment Form

Email Address

Login Name

Password

Password (again)

You will receive verification when the enrollment is complete. Click on the “Return to the sign in form” link.

Enrollment complete

[Return to the sign in form](#)

Log in using the login and password that you just created.

Returning Users

if you have previously created a profile, you may log by using your existing login name and password.

Login Name

Password

[Forgot your password?](#)

Once you are logged in, you can view available pay stubs and W2s (when applicable).

Edit ProfileLogout

Employee Profile

View: [Pay Stubs](#) [W2s](#) [Change Password](#)

My Information

| | | | |
|---------------|--------------------------|------------------|----------------------|
| First Name | JENNIFER | Street Address 1 | ADDRESS |
| Middle Name | ANN | Street Address 2 | PO Box45 |
| Last Name | JACOBS | City | CITY |
| Email Address | cwilliams@adaptasoft.com | State/Province | District of Columbia |
| Home Phone | | ZIP/Postal Code | 47946 |
| Fax | | Country | |

Emergency Contacts

[Add Emergency Contact](#)


No records to display.

The image below is an example of what you will see when you click on the “Pay Stubs” link. Click on any “Earnings Statement” to see its detail. Most recent statements will appear first. Your pay stub will not show here until the pay date. You will receive an email at the address you provided in your login setup on pay day to let you know that your statement is ready to view.

BackLogout

Pay History

Current Year Statements - Portal Pay Histories 1-20 of 30 Page 1 of 2

| CheckDate ▼ | Earnings Statement |
|-------------|--|
| 07/11/2013 |  Earnings Statement |
| 07/03/2013 |  Earnings Statement |
| 07/02/2013 |  Earnings Statement |
| 07/02/2013 |  Earnings Statement |

Please be sure to click the “Logout” button **if you are using a public computer** when you are finished viewing your online profile.