

Online Paystub and W2 Initial Log-In

**Please see User Setup Instructions at the end of this document*

Step 1

Please go to PaperlessPay website:

- You can also access the website from ANY computer that's connected to the internet by typing in the address bar www.my-estub.com

Step 2

Enter the “[Employee Portal](#)” by left clicking on Employee Portal as indicated by the arrow.

You will know when you're on the link because your cursor will change into a hand icon



Step 3


User Name and Password

- Enter the User Name and Password (**Case sensitive**)
 - User Name Calculator (**Double click on chart** to enter data. Enter your social and your first name)

User name calculator

Social Security #	<input type="text"/>
First Name	<input type="text"/>

Username:

- If you are using a printed copy of these instructions your user name will consist of following:
 - “Digits 56 of your SS”+”HBOE ”+ “ Digits 7891234 of your SS” + First Four of First Name (ALL CAPS)
- Ex: John Smith with an SS Number of 123456789 would be 56HBOE7891234JOHN
- Your password will be HBOE001. (ALL CAPS)
- When your User Name and Password are entered click 

**Please do not click the “Recover Password” link. You will not be successful. Please contact your payroll/HR department for more information.*

Step 4

Initial Setup – Change Password (Please write this down somewhere)

After the first time Log-In, you will need to change the default password and complete several steps as part of the Initial Setup:

- Enter the “Default Password” (as noted in Step 3) in the Current Password Field
- Enter and confirm your “New Password” in the appropriate fields
 - Your new password MUST be at least 6-20 characters AND contain:
 - 1 number
 - 1 special character (a ! or ? for example)
 - 1 capital letter

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'The Future of Employee Payroll Communication... Now!'. The main heading is 'Employee Portal' and the sub-heading is 'Initial Setup'. The instructions state: 'You must change your initial password to a new password known only to you. Please change your new password by following these steps: 1) Enter your current password (if you are a new user, this will be the default) 2) Enter a new password using the rules explained below* 3) Re-enter the new password for confirmation 4) Enter your email address (This will be the address used to email information to you in the event you use the Forgot Password function.) 5) Select a security question and answer that question. (This will be used to confirm your identity in the event you forget your password, prior to sending the password to the email address you entered above or setup in estubview.com/User Setup.)' Below the instructions are the 'Password Rules': 1) Password must contain at least 6 and no more than 20 characters. 2) The password must contain at least one numeric character. 3) The password must also contain at least one special character: *, &, @, #, >, <. The 'Change Password' section contains three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'Next' button is located at the bottom right of the form area. The footer includes '© Paperless Pay Corporation 2005-2010' and a 'Privacy Policy' link.

Step 5

Security Questions

- Please select and answer 2 security questions. It's important that you remember these as they will help you retrieve your password if you forget it.
- You are NOT required to have an e-mail address to use this site. Although you must have one in order to utilize the online “Recover Password” feature.

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'The Future of Employee Payroll Communication... Now!'. The main heading is 'Employee Portal' and the sub-heading is 'Initial Setup'. The instructions state: 'You must enter your security questions to enable a password recovery.' Below the instructions is the 'Security Questions' section, which contains four input fields: 'Security Question' (a dropdown menu with 'Choose a security question...' selected), 'Security Answer', 'Second Security Question' (a dropdown menu with 'Choose a security question...' selected), and 'Second Security Answer'. A 'Next' button is located at the bottom right of the form area. The footer includes '© Paperless Pay Corporation 2005-2010' and a 'Privacy Policy' link.

Step 6

Delivery Options

- You have the choice of having a password-protected/encrypted PDF sent directly to an e-mail address you enter or receiving a notification that your pay stub is available to view online.

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'Initial Setup'. Under 'Email Delivery Options', there are two radio buttons: 'None' and 'Email'. The 'Email' option is selected. Below this, there are two text input fields for 'Primary' and 'Secondary' email addresses. There are also two radio buttons for notification preferences: 'Do not send my stub, notify me when it's available. (Default)' and 'Send my stub as a password protected PDF file.' The second option is selected. A note explains that the second option requires a PDF reader newer than 5.0.

Step 7

Text Message Notification

The option of having key items from your paystub sent as a text message is available. To take advantage of this convenience, please enter your information on this page.

The screenshot shows the 'eStubView Delivery Options' section. It has two radio buttons: 'None' (selected) and 'Email'. Below are 'Primary' and 'Secondary' email address fields. There are also two radio buttons for notification preferences: 'Do not send my stub, notify me when it's available. (Default)' (selected) and 'Send my stub as a password protected PDF file.' Below this is a checkbox for 'Activate Text Message Notifications. ****Pick No More Than Six Options.****'. The 'Text Alert Setup' section contains two columns of checkboxes for items to be included in text alerts: Period Ending, Net Pay, Sick Used, PTO Avl. Balance, Direct Deposit Account 1, Direct Deposit Account 3, Gross Pay, Total Hours, Vacation Used, Sick Avl. Balance, Direct Deposit Account 2, and Direct Deposit Account 4. The 'Cellular Phone Setup' section has a dropdown for 'Select Cellular Provider:' (set to Alltel), a 'Send Test Text Message' button, and a text field for 'Enter Cellular Number:'. A 'Save Changes' button is at the bottom. The footer includes 'Administrator Access', 'Privacy Policy', and '© Paperless Pay Corporation 2005-2010'.

Step 8

Consent to online W-2.

- If YES, then you will click yes and then click on the document below. Please read this message and consent. Click next to go to the next screen. If you chose to receive on-line W-2s you will still receive a paper copy, but you will have online access for re-prints.
- If NO, then you will click no and then click next to go to the next screen.

Step 9

After you enter your information and delivery preferences as part of the Initial Setup (Steps 4-7), you'll see the screen verifying that your password has been successfully changed.

- Click the “Finish” button to complete the update.

YOU ARE NOW LOGGED IN AS A USER OF MY-ESTUB.COM!

Step 10

Payment Listing Screen

Now you are at the “Payment List Screen.” From here you can access your pay stubs.

On this screen you are able to view your:

Transaction ID Payment Date Amount

Electronic Pay Advice Listing

To choose the pay advice you wish to use, simply click on the "Trans ID" of the payment.

TRANS ID	PAYMENT DATE	AMOUNT
3853347	07/01/11	\$926,834.00

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Step 11

To view your pay stub in its full form click on the “Trans ID”.

- Your entire Paystub will be displayed as shown below:

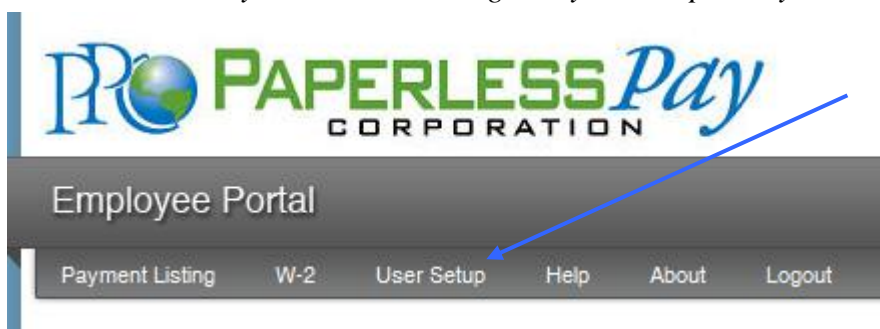
You are now able to print your complete pay stub. You can do this by going to the icon on your page.

Employee Number	Employee Name				Period Beginning			
10102	CATHERINE HAHN				08/12/11			
Date Paid	Rate/Salary	Department	PTO Hours	Sick Bank	Period Ending			
07/01/11	29.1002	9820			08/25/11			
Earnings		Hours	Current	Year To Date	Deductions		Current	Year To Date
SCHEDULED PTO	348.00		11,292.60	11,292.60	FICA-OASDI	648.93	1,578.71	
SICK BANK	115.26		4,158.07	16,168.83	FEDERAL M-00	4,142.80	7,704.93	
TERMINAL PTO	.00		.00	10,126.87	FICA-HI	224.03	545.03	
TOTAL PAY	463.26		15,450.67	37,588.30	STATE OH S-00	896.38	1,620.20	
					ELYRIA OH	270.39	657.83	
					PHARMACY	.00	20.61	

*Note: If you have a pop up blocker on you may need to allow pop-ups from the www.my-estub.com website. For Internet Explorer 6 and greater this can be found in the Tools menu. Go to Pop-up Blocker Settings and enter www.my-estub.com to the “Address of website to allow” field.

Remember to Log Out when you are done!

*Please Note that you can make changes to your setup at any time using the user setup page.



Do choose no for the election to use my-estub to receive pay stubs or you will not receive a paystub at all.