## How to Access Your Electronic Pay Stub

- 1. Go to www.epaystubaccess.com.
- 2. Enter your birthdate information.
- 3. Enter your social security number.
- 4. Click the Login button. (If you're using a smartphone, click the "Go" button on your keyboard.)
- 5. Select your Company from the drop down menu.
- 6. Enter your password. Your initial password is the last four digits of your social security number. You will be prompted to change your password the first time you log in.
- 7. Click the Login button.

You'll then have access to your current e-pay stub and payroll information for up to one year in one secure, online location. It's that simple!