

LOG IN

The LOG IN screen is the first screen to display each time you access the Pay Stub On-line system.

To Log in:

1. **Enter your six-digit Employee ID Number.**
2. **Enter your Password.**
3. **Click on the Sign In Button**, located at the bottom right hand corner of the screen.

The DIRECT DEPOSIT PAY STUBS screen will display.

If you have forgotten your password, click on the [Forgot Password?](#) Hyperlink in the bottom left hand corner of the screen and request a new temporary password.

If your login is not accepted, you will receive the message "Unable to look up your account information. Please make sure your login ID and/or password are correct." If you are a first time user, you must complete a one-time registration. Direct your attention to the last line which asks' "Don't have an account? Click [here](#) to register". The word "[here](#)" is a hyperlink, click on the hyperlink and the EMPLOYEE SELF-REGISTRATION FOR ONLINE PAYSTUBS screen will display.

You may make five attempts to enter the correct password. After five attempts, you will receive the message, "You have reached the maximum number of login attempts, please go to the FORGOT PASSWORD page, and request a temporary password".