

Online Paystub Instructions

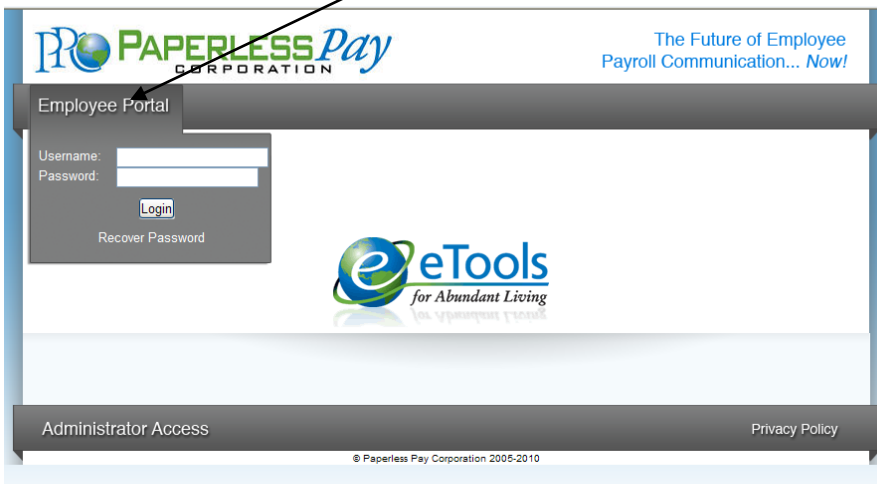
ACTIVATE YOUR ACCOUNT

Please go to PaperlessPay website:

- You can access the website from ANY computer that's connected to the internet by typing in the address bar <https://www.my-estub.com>
- There is also a link to it from the Roers Website

EMPLOYEE PORTAL LOGIN

In the top left corner of the page, click on Employee Portal as indicated by the arrow.



USER ID & PASSWORD FORMAT

To format your User ID & Default Password, use the following information:

- User ID: RCI + Employee Number + First 4 letters of your first name
- Default Password: RCI001\$

When all the pieces are put together, the USER ID should look like this:

Example: Employee John Smith's employee number is SMIJ01.
His user name would be: RCCSMIJ01JOHN.
(you don't need to include the + symbol)

The User ID and Default Password are Case Sensitive to assist in keeping your information secure, so please make sure to use all capitals in your User ID and your initial password.

- When your User Name and Password are entered click



**Please do not click the "Recover Password" as you have not set one up.*

[YOUR SECURE PASSWORD](#) (you will now create your own [Secure Password](#))

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
- Click Next

❖ Your new password **MUST** be at least 8-20 characters AND contain:

- At least 1 Capital Letter
- At least 1 Lowercase Letter
- At least 1 Number
- Must have 1 Special Character: !@#% ^&*()-=+./<>?

❖ Examples:

- My3DogsRock!
- My3dogsrock!
- my3dogsROCK!!!

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page is titled 'Initial Setup' and provides instructions for changing the password. It includes a list of password rules and a form with three input fields for 'Current Password', 'New Password', and 'Confirm New Password'. A 'Next' button is located at the bottom right of the form area. The footer contains the copyright notice '© Paperless Pay Corporation 2005-2010' and a 'Privacy Policy' link.

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Employee Portal

Initial Setup
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.

*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: *, &, @, #, >, <

Change Password

Current Password:

New Password:

Confirm New Password:

[Next](#)

[Privacy Policy](#)

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[YOUR SECURITY QUESTIONS](#)

After you have created your *New Password*, you will select your *Security Questions*. These questions enable the *Recover Password* feature if you ever lose your password.

CHANGE YOUR SECURITY QUESTIONS

- Click on the **Choose a question** drop down menu to choose from the list of questions.
- Once you select your question, type your answer in the **Security Answer** box below.
- Repeat the same for the **Second Security Question** and click **Next**.

HELPFUL HINT

Make sure you choose and answer both **Security Questions** for the **Next** button to appear.

DELIVERY OPTIONS

- You have the choice of having a password-protected PDF file sent directly to an e-mail address you enter or receiving an email notification that your pay stub is available to view online. You can also select None here and simply log in to view your pay stub weekly.

TEXT MESSAGE NOTIFICATIONS

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.

- You can pick up to 6 options

eStubView Delivery Options

None
 Email
 Primary
 Secondary

Do not send my stub, notify me when it's available. (Default)
 Send my stub as a password protected PDF file.

Activate Text Message Notifications. ****Pick No More Than Six Options.****

Text Alert Setup

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
 Direct Deposit Account 4

Cellular Phone Setup

Select Cellular Provider:
Enter Cellular Number:

Administrator Access Privacy Policy

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W-2 INFORMATION

- **Please click NO and then click next to go to the next screen. MMC will not be using the Paperless Pay system for W-2's. Your W-2 will still be mailed to you in January.**

After you enter your information and delivery preferences as part of the Initial Setup you'll see the screen verifying that your password has been successfully changed.

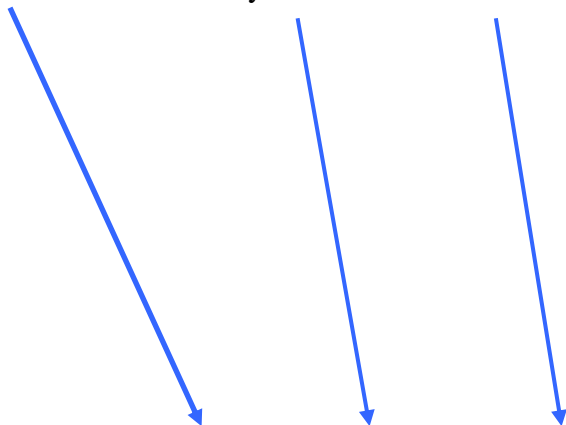
- Click the "Finish" button to complete the update.

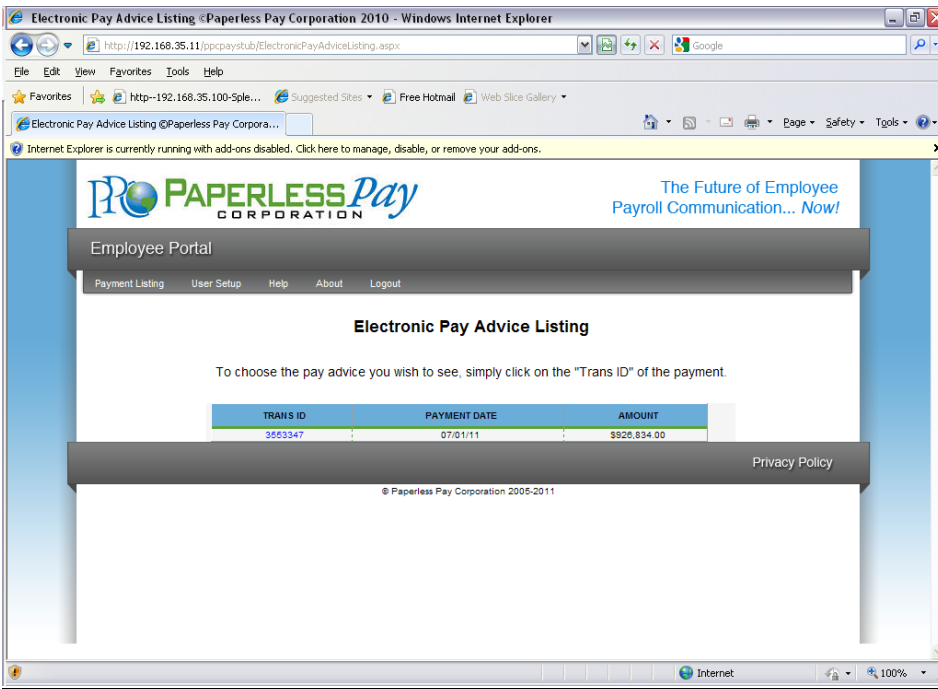
YOU ARE NOW LOGGED IN AS A USER OF MY-ESTUB.COM!

PAYMENT LISTING SCREEN

Click on "Payment Listing"; this is where you can access your pay stubs for viewing or printing. On this screen you are able to view your:

Transaction ID	Payment Date	Amount
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[VIEW YOUR PAYSTUB WITHIN THE ESTUB SITE](#)

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.

Electronic Pay Advice Listing ©Paperless Pay Corporation 2010 - Windows Internet Explorer

http://192.168.35.11/ppcpaystub/ElectronicPayAdviceListing.aspx

CATHERINE HAHN

EMH Elyria

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	9620			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 I-00	4,142.60	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.*

