Easy Setup

STEP 1: Employee Portal Login

You can access your account from any Internet connected computer by typing the website
https://www.my-estub.com into the address bar.

- Click on **Employee Portal**.
- Enter your **UserID**
- Enter your **Default Password**

  Need to retrieve your login information? Contact our Employee Call Support Center for assistance at 1-800-489-1711

STEP 2: Create your own Secure Password

To format your new password, use following guidelines:

- Between **8 – 20** Characters
- At least **1 Capital Letter**
- At least **1 Lowercase Letter**
- At least **1 Number**
- Must have **1 Special Character**: !@#$%^&*()-=+,./<>?
- *Your New Password is Case Sensitive to assist in keeping your information secure.*

STEP 3: Choose 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**.

STEP 4: Choose your Email Delivery Options

You have the option to receive email alerts notifying you when your pay stub is ready to view.
We can also send your stub as a secure, password protected PDF file to your email.

- Choose **Email**.
- Enter your email address.
- **Confirm Email Address**.
- Click **Submit**.
- **An email has been sent to the address with a confirmation code**.
    - For your convenience we've provided the confirmation code here: <mark>XY67DF@@^%&</mark>
- Confirm your email address by copying the code and pasting in the **Confirmation Code** box.
- *HINT: Check your Spam or Junk folders for the confirmation email.*
- Click **Ok**.
    - Enter another email address in **Secondary Email Address** and **Confirm Email Address**.
    - *–or–* Select **No 2nd Email**.
    - Click **Finish**.
- Choose one of the following options:
    - *Do not send my stub, notify me when it's available* or,
    - *Send my stub as a password protected PDF file*.
- Click **Next**.
- *W2s are not available for selection.*

STEP 5: Choose your Text Message Notifications

If you'd like to receive your pay information directly to your cell phone:

- Choose **Activate Text Message Notifications**.
- Pick up to **6** Options.
- Select your **Cellular Provider**.
- Enter your **Cellular Number**.
- Click **Finish**!
- *Please keep in mind cell phone character limits when selecting these options*

STEP 6: View your Pay Stubs

- Your **Electronic Pay Advice Listing** is a menu of all your available pay stubs.
- Each pay stub is listed on your account for 36 months or as long as your company partners with us.
- To select a stub to view, click on the blue **Trans ID** number next to the **Payment Date**.