

Online Paystub Log-In

*You must receive your first paycheck before getting access to this online service.

Step 1

Please go to PaperlessPay website:

You can access the website from ANY computer that's connected to the internet by typing in the address <https://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 your User Name and Password (**Case sensitive**)
Your user name will be:
 - “e” + your employee number (ex. e99999)
 - Your password will be: **OWENS001** or **OWENS001\$**
 - When your User Name and Password are entered click 

**During your initial user setup please do not click the “Recover Password” link. You will not be successful. For assistance please call 1-800-489-1711 and dial extension 733 from 7:00 am to 7:00 pm or 8500 (external # 852-8500) if it is outside these hours.*

Step 4

Initial Setup – Change 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 your current password in the Current Password Field
- Enter and confirm your “New Password” in the appropriate fields
 - Your new password **MUST** be at least 8-20 characters AND contain:
 - 1 number
 - 1 special character (such as \$, %, ^, *, #, !, <, ?, or > ,)
 - 1 capital letter
- Click Next

Internet Explorer

PRO PAPERLESS Pay CORPORATION

The Future of Employee Payroll Communication... Now!

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 8 and no more than 20 characters.
 2) The password must contain at least 1 numeric and 1 upper case alpha character.
 3) The password must also contain at least one special character: *, &, @, #, >, <

Change Password

Current Password:

New Password:

Confirm New Password:

Next

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.

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Employee Portal

Initial Setup
 You must enter your security questions to enable a password recovery.

Security Questions

Security Question: Choose a security question...

Security Answer:

Second Security Question: Choose a security question...

Second Security Answer:

Next

Privacy Policy

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Step 6
Delivery Options and Electronic W2 Consent

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

Employee Portal

Initial Setup

Email Delivery Options

- None
- Email

Primary
Secondary

Do not send my stub, notify me when it's available. (Default)

(If you select this option, my-estub will send you a simple notice of pay stub availability.)

Send my stub as a password protected PDF file.

(If you select this Option, my-estub will send you a PDF of your pay stub that is protected by your my-estub password. You will need a PDF reader newer than 5.0 installed on your PC to view and/or Print your pay data.)

On-line W2 Use Options

Receiving your W2 tax form on-line will provide it to you earlier than if you receive it in the mail. You can print it at home or at your tax preparer's office when it becomes available in January. When you select "Yes" to receive your W2 on-line, you must also give "Consent" by clicking on the Consent Policies button, scroll to the bottom of the page and Click on Consent.

If you do not consent to receiving your W2 on-line you must click "No" to receiving your W2 online in order to proceed with the initial login.

Receive W2 Online (Default is Yes) Yes No

[Review Consent Policies](#)

[Next](#)

You also have the option to receive your W2 online. If you choose to take advantage of this convenient option then you must review and agree to the consent policy. The Next button will not be available until you either answer No or review the consent policy.

IMPORTANT...YOU MUST READ AND RESPOND!

**eW2 Disclosure Information
as required by the IRS Publication 15A**

Consent Form...To view or print your 2011 (or past) Form W2 you must agree by checking the Consent button at the bottom of the page.

We are now providing you the option of receiving your Form W2 in a more efficient manner as well as allowing you the opportunity to receive your Form W2 sooner. In order to do this you must "Opt In" by clicking on the "I Consent" button at the bottom of this page after which you will be allowed to View&Print your Form W2 for 2011 and/or later if available.

If you elect to "Decline" this at the bottom, your Form W2 2011 will be mailed to you via the US Postal Service no later than January 31, 2011 and arrive within the general mailing time associated with 1st class mail.

Consent:

In order to receive your 2011 Form W2 through this portal you must consent. To consent, click the "I Consent" Box at the bottom of this form after reading the entire disclosure form. If you consent, then you will not receive a paper copy via the Postal Service. You will have agreed to print and receive your Form W2 2011 via the internet portal provided by the company. If you consent then subsequently withdraw consent you will not receive a paper Form W2 for the tax year 2011. If you consent and then decide you require a paper Form W2, then you must contact your Payroll Department to receive a paper copy.

Length of Availability on Line:

If you consent your Form W2 2011 will be available for you over the next 4 years unless you a) change your designation from Consent to Decline, or b) you initially Consent, you may later request a paper copy of your W2 from the Payroll Office.

Withdrawing Consent:

To withdraw your consent, simply log in and go to the Disclosure page and click "I Decline". Your new status will be recorded with date and time showing you had originally consented and then changed your decision. Withdrawn consent is effective immediately. Your Form W2 2011 will not be made available to you after the date/time you have withdrawn. Withdrawn consent does not apply to the previously issued Forms W-2.

Form W2 Corrections:

In the event you feel your Form W2 2011 is incorrect or requires address change, modification, etc, you must contact your Payroll Department immediately for modification and redistribution of a new Form W2.

System Requirements for Viewing:

To View the electronic Form W2 2011 you must have a minimum 486 running Windows XP with Internet Explorer 6.0 or greater and ADOBE PDF Reader. The link to download Adobe PDF Reader 9.0 is located on the next page should you Consent to using the eW2.

System Requirements for Printing:

To print your electronic Form W2 you must have a Windows compatible printer that can print a PDF document at its full size (100%)

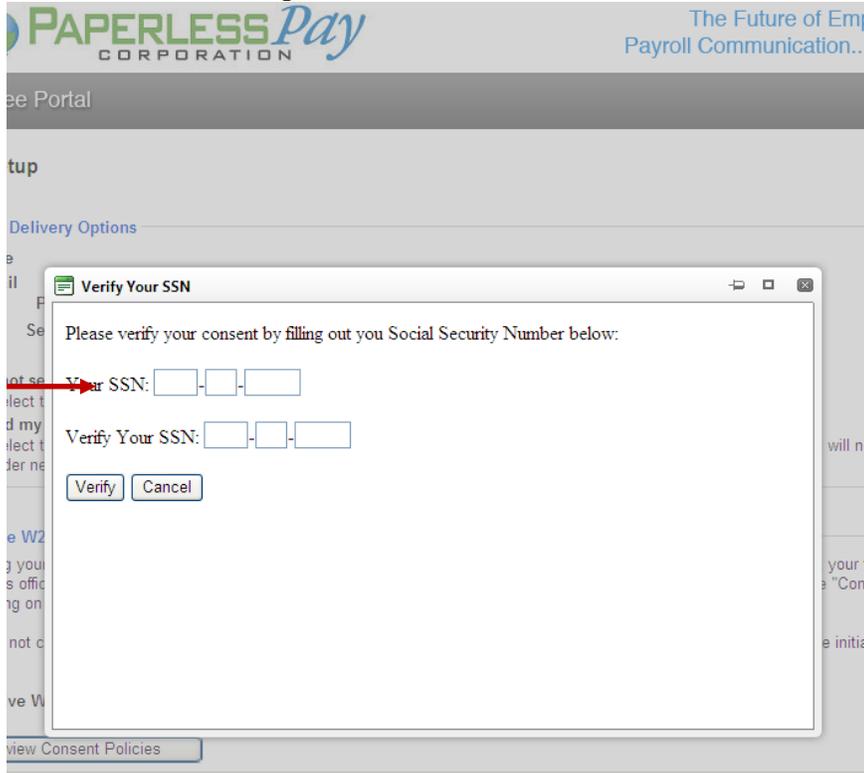
Employer Contact Information:

The contact information for your employer can be obtained at the corporate internet website under "Contact Us"

[Consent](#) [Cancel](#)

Social Security Number Prompt:

As a part of the electronic W2 consent process, you may be asked to input your social security number. This information has been provided to the vendor and is secured.

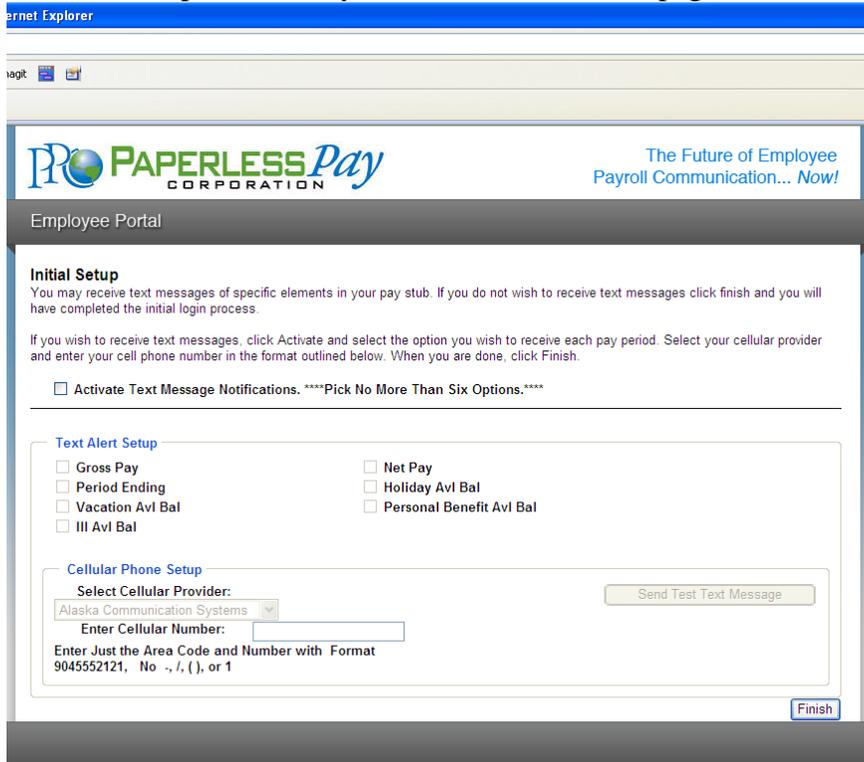


The screenshot shows the Paperless Pay Corporation Employee Portal. A dialog box titled "Verify Your SSN" is open, prompting the user to verify their consent by entering their Social Security Number. The dialog box contains the following text: "Please verify your consent by filling out you Social Security Number below:". Below this text, there are two input fields for the SSN, each with a red arrow pointing to it. The first field is labeled "Your SSN:" and the second is labeled "Verify Your SSN:". At the bottom of the dialog box, there are two buttons: "Verify" and "Cancel".

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 Paperless Pay Corporation Employee Portal. The page is titled "Initial Setup" and contains the following text: "You may receive text messages of specific elements in your pay stub. If you do not wish to receive text messages click finish and you will have completed the initial login process." Below this text, there is a checkbox labeled "Activate Text Message Notifications. ****Pick No More Than Six Options.****". Underneath, there is a section titled "Text Alert Setup" with two columns of checkboxes: "Gross Pay", "Period Ending", "Vacation Avl Bal", "Ill Avl Bal", "Net Pay", "Holiday Avl Bal", and "Personal Benefit Avl Bal". Below this section, there is a section titled "Cellular Phone Setup" with a dropdown menu for "Select Cellular Provider:" (currently showing "Alaska Communication Systems"), a "Send Test Text Message" button, and a text input field for "Enter Cellular Number:". Below the input field, there is a note: "Enter Just the Area Code and Number with Format 9045552121, No -, /, (), or 1". At the bottom right of the page, there is a "Finish" button.

Step 8

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 "Save Changes" button to complete the update.

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

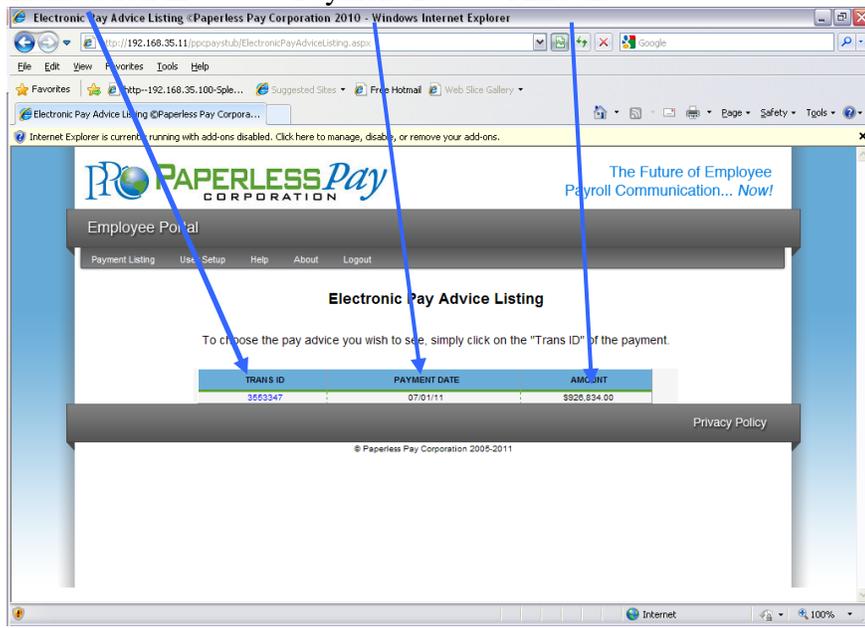
Step 9

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



Step 10

To view your pay stub in its full form click on the "**Trans ID**".

- Your entire paystub will be displayed as shown below:

Employee Number	Employee Name	Period Beginning						
10102	CATHERINE HAHN	06/12/11						
Date Paid	Rate/Salary	Department	PTO Hours	Sick Bank	Period Ending			
07/01/11	28.1002	9620			06/25/11			
Earnings		Hours	Current	Year To Date	Deductions		Current	Year To Date
SCHEDULED PTO	348.00		11,292.00	11,292.00	FICA-OASDI	248.93	1,578.71	
SICK BANK	115.20		4,168.07	16,168.83	FEDERAL M-00	4,142.60	7,704.93	
TERMINAL PTO	.00		.00	10,126.87	FICA-HI	224.03	846.03	
TOTAL PAY	463.20		15,460.07	37,586.30	STATE OH S-00	898.38	1,620.28	
					ELYRIA OH	270.39	657.83	
					PHARMACY	.00	20.61	

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

**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!