## **EMPLOYEE SELF SERVICE SET UP**

## DOWNLOAD THE GETMYPAYSTUB APP

- Download the GetMyPayStub app by going to the iOS App Store, Google Play Store, or by going to www.getmypaystub.com in your phone browser to see the suggested download at the top.
  - > Employees can either download the app or complete their onboarding directly in the phone browser
  - > The App is how employees can optimally view paystubs, W2's, and electronic documents

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GetMyPayStub Finance	Ŷ	× 😒	GetMyPayStub Delta HCM CET - On the App Store	View
Log in securely using your fingerprint in one place	All your vital documents. at your fingertips		<b>&amp; get</b> my <b>pay</b> stub	
Contraction of the second	Territory Carlo Carlos		Sign In	
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- Once the App has been downloaded, the employee will select 'Register' to create their account.
  - The employee will register by entering in the email address their Onboarding Invitation email was sent to and follow the on-screen steps to set up their password and security credentials

<b>ջ get</b> my <b>pay</b> stub Sign In	<b>ջ get</b> my <b>pay</b> stub
Email Address	Register New Account
Password Remember me on this device	Enter the email address that you provided to your employer or account administrator.
Continue	Email Address Next, we will ask you to verify this email address.
Forgot your password?	Back
Don't have an account yet? Register	

- A verification code will be sent to the email address that your employer has on file:
  - Enter the code in the app and click on the Continue button
  - $\triangleright$
- You will be asked to read and acknowledge the terms and conditions for using the app.
- The continue button will not be activated until you check the consent box. Once you check the box, click Continue to move on and create a password for your account.





- **\*** Enter the password you have selected and click continue.
  - You can click on the small 'eye' on the right to show you what you are entering for your password.
- On the next screen click on the Go To My Account button to link your account to your employer in order to view your pay stubs.

<b>ջ get</b> my <b>pay</b> stub				
Create a Password				
Create a secure password for your account.				
Enter a password				
Back Continue				

- **\*** To link your account to your employer click on the bar that says link.
- You will be asked to enter your social security number in order to validate it against what is in the payroll system. After doing that, click the Continue button.

😣 Home	<b>&amp; get</b> my <b>pay</b> stub
My Employee Dashboard Next Actions (1)	ACCOUNT LINKING: MCDONALDS 191 Validate SSN
<ul> <li> <i>𝔅</i> Link to 𝔄𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅𝔅</li></ul>	For security purposes, please enter your Social Security Number.
\$ == - <b>-</b>	Social Security Number
Pay Stubs Tax Documents	

You are done!

