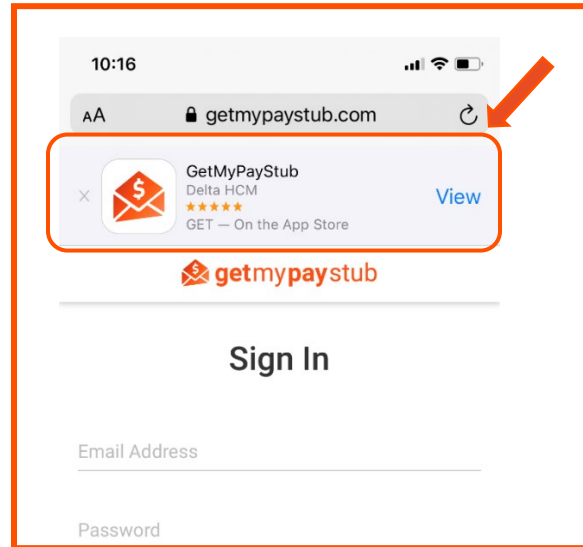
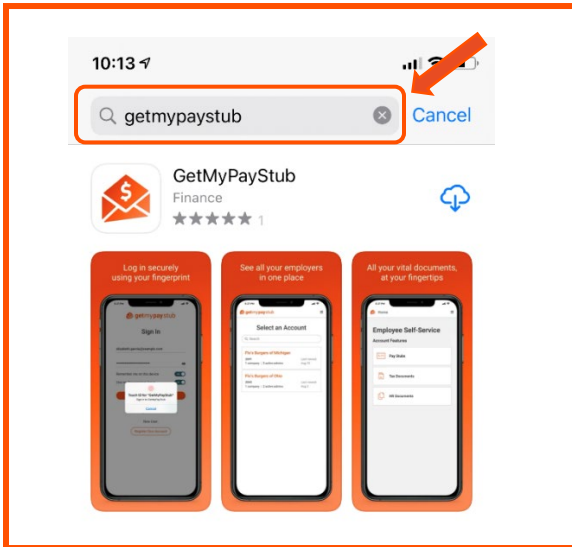


# EMPLOYEE SELF SERVICE SET UP

## DOWNLOAD THE GETMYPAYSTUB APP

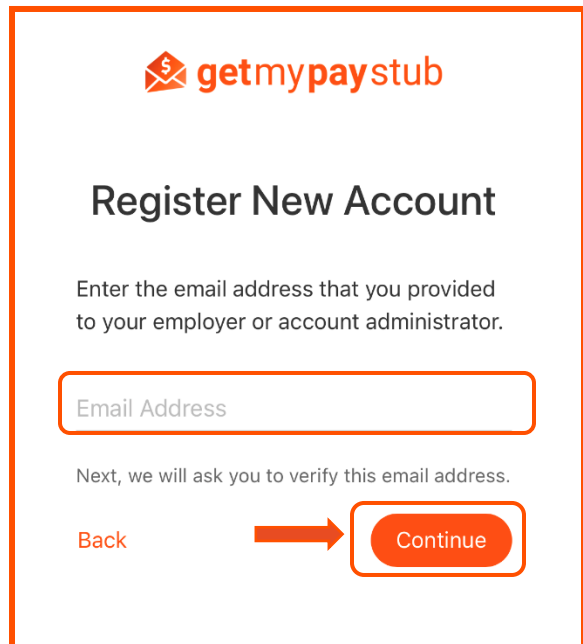
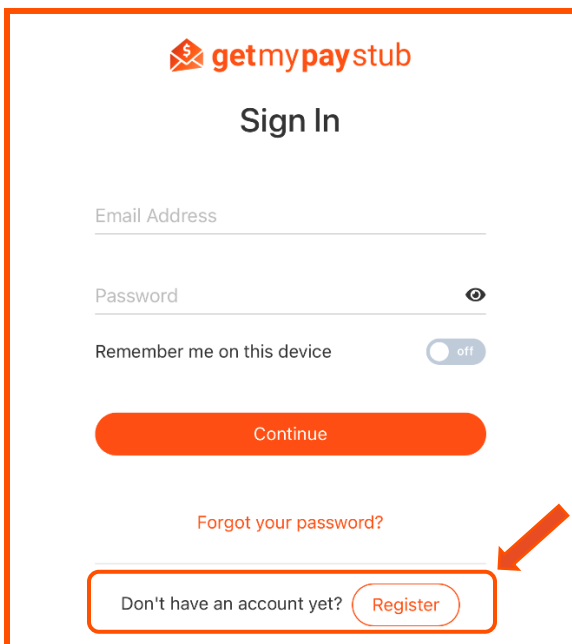
❖ **Download the GetMyPayStub app by going to the iOS App Store, Google Play Store, or by going to [www.getmypaystub.com](http://www.getmypaystub.com) in your phone browser to see the suggested download at the top.**

- 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

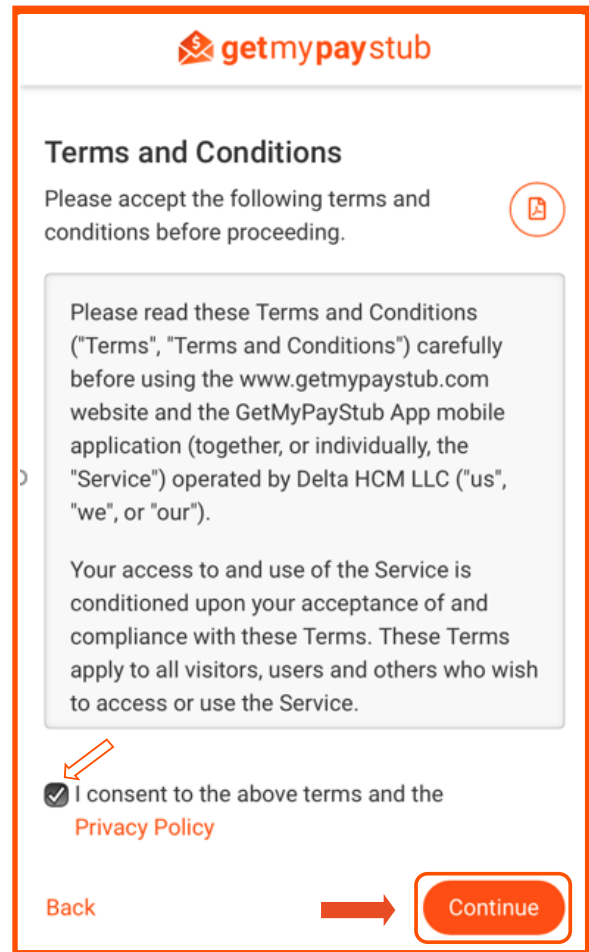
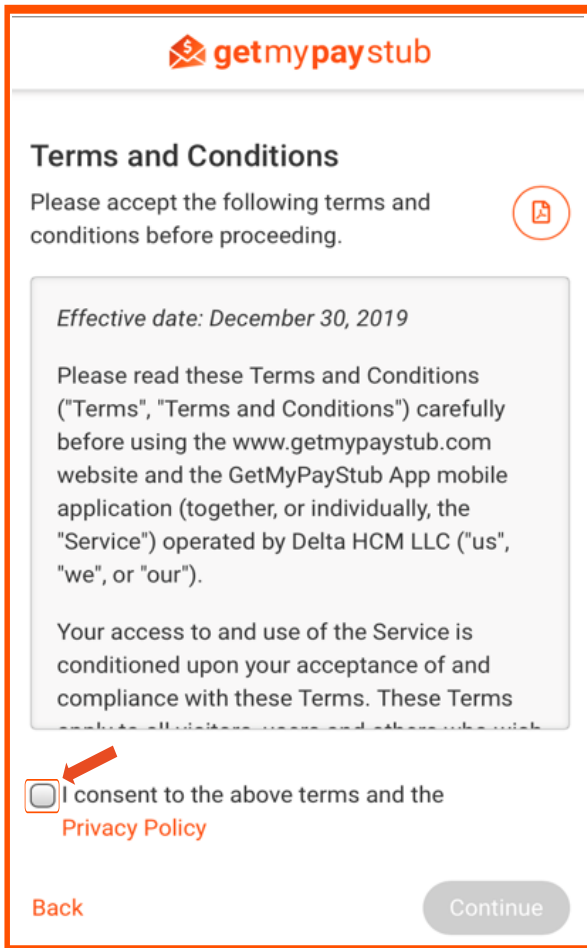
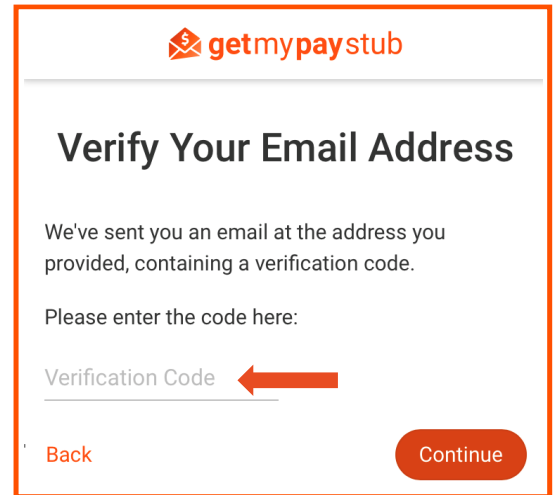


❖ **Once the App has been downloaded, the employee will select 'Register' to create their account.**

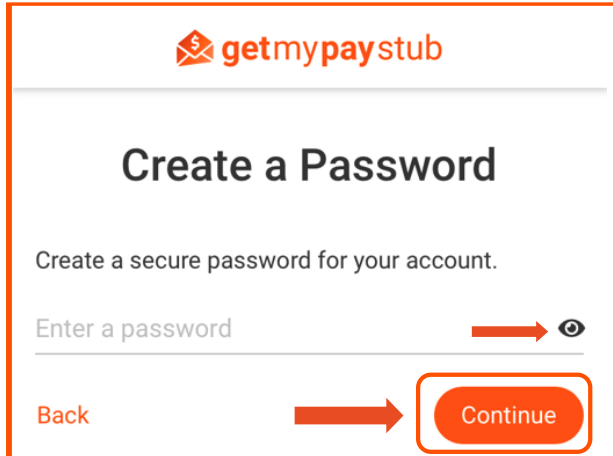
- The employee will register by entering in the email address their Onboarding Invitation email was sent to and follow the on-screen steps to set up their password and security credentials



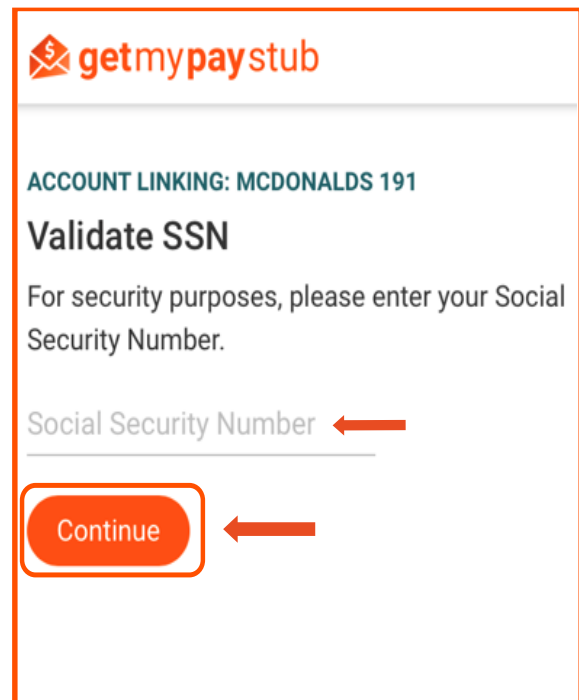
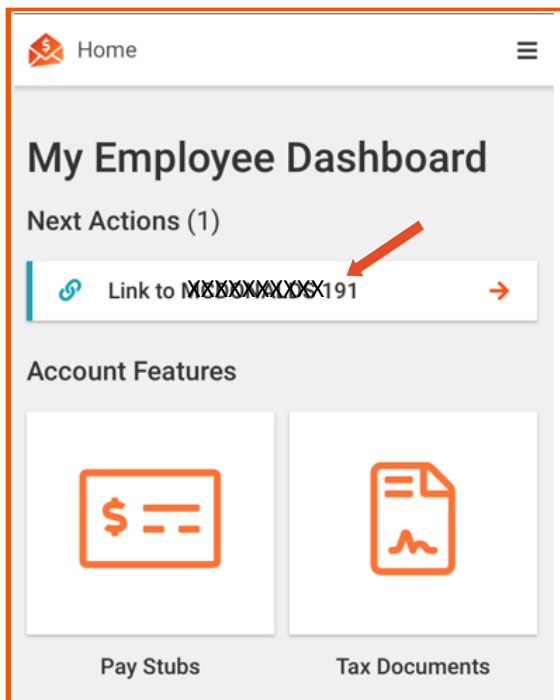
- ❖ **A verification code will be sent to the email address that your employer has on file:**
  - Enter the code in the app and click on the Continue button
  -
- ❖ **You will be asked to read and acknowledge the terms and conditions for using the app.**
- ❖ **The continue button will not be activated 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.



- ❖ 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.



❖ You are done!



**You're done!**

[Continue to Your Account](#)