

EASY SETUP FOR E-STUBS!!!!

After your first payroll, follow the steps below to have access to your paycheck stub:

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 User ID: **Use all caps** (CCS + five zeros + employee number + first four letters of first name)
- Enter your Default Password: CCS001 (**Use all caps**)

STEP 2: Create your own Secure Password (**passwords are case sensitive!!!!**)

To format your new password, use the 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: !@#\$%^&*()-=+.,/<>?

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
- A confirmation code will be sent to validate your email address
- 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.**
- **On-line Tax Form Use Option** – we do not utilize at this time. **Skip and select Next**

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!**

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 48 months from the date of posting

To select a stub to view, click on the blue **Trans ID** number next to the **Payment Date**