



Easy Setup Guide

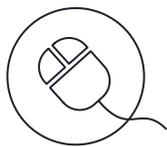
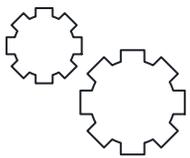


Table of Contents

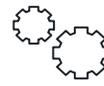
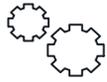


Table of Contents	2
Welcome	3
Getting Started	4
Employee Portal Login	5
Initial Setup	6
Change Password	7
Security Questions	8
Email Delivery Options	9
Online W2 Options	12
Text Message Notifications	14
Payment Listing	15
Online Paystub	16
W2 Portal	17
Online W2	18
User Setup	19
Compatibility View	20
Pop-Up Blocker	22
Employee FAQ	24



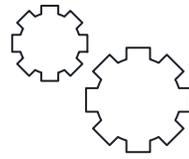
Welcome



We are proud to partner with PaperlessPay Corporation to offer your Direct Deposit stubs online with my-eStub.com™.



Getting Started



ACTIVATE YOUR ACCOUNT

To activate your account, navigate to <https://www.my-estub.com> by entering the web address into the address bar of your internet browser.

The website is accessible from any computer connected to the Internet.



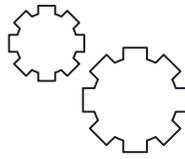
In the top left corner of the page, click on **Employee Portal** and a drop-down box will appear for you to enter your employee login information.

Simply enter this information as it was provided. If you're not sure how to format your login information and need step-by-step assistance, see [Pages 5 – 6](#) of this guide for more details.

The screenshot shows the Paperless Pay Corporation website. At the top left is the logo for Paperless Pay Corporation. At the top right is the tagline "The Future of Employee Payroll Communication... Now!". Below the logo is a dark grey bar with the text "Employee Portal". Underneath this bar is a login form with fields for "Username:" and "Password:", a "Login" button, and a "Recover Password" link. To the right of the login form is the "eTools" logo with the tagline "for Abundant Living". At the bottom of the page, there is a dark grey bar with "Administrator Access" on the left and "Privacy Policy" on the right.



Employee Portal



EMPLOYEE PORTAL LOGIN

If this is your first time logging in, you will activate your my-estub.com account by entering through the **Employee Portal** and completing a one-time **Initial Setup**.

If you have already completed your **Initial Setup**, enter your User ID and Password into the **Employee Portal** and click **Login** to view your **Payment Listing**.

Employee Portal

Username: PPC1234567NAME
Password: *****
[Login](#)
[Recover Password](#)

On 146
eTools
for Abundant Living

[Administrator Access](#) [Privacy Policy](#)

USER ID & PASSWORD FORMAT

To format your User ID & Default Password, use following information:

- User ID: **GSC + Employee Number + First 4 Letters of your First Name**
- Default Password: **GSC + 001**

When all the pieces are put together, the User ID should look something like this: **PPC1234567NAME**. (You don't need to include the + symbol.)

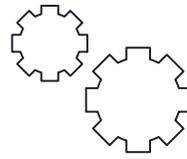
The Default Password is **Case Sensitive** to assist in keeping your information secure.

HELPFUL HINT

Make sure to type the Default Password as it was given to you by your Payroll Department.

For example: **PPC001** should be entered in all capital letters. You may hold down your **Shift** key to capitalize the letters, or you may use the **Caps Lock** key located on the middle left of your computer's keyboard. Before you click **Login**, turn off your **Caps Lock**.

Initial Setup



YOUR SECURE PASSWORD

During your **Initial Setup**, you will create your own **Secure Password**:

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'Initial Setup'. It instructs users to change their initial password to a new one known only to them. The instructions are as follows:

- 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: *, &, @, #, >, <

Below the instructions is a 'Change Password' form with three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A green arrow points to the 'New Password' field. A 'Next' button is located at the bottom right of the form area.

SECURE PASSWORD RULES

Your New Password will need to follow the secure guidelines for security purposes:

To format your User ID & Default Password, use following information:

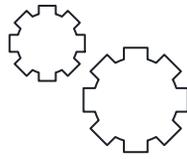
- Between **8 – 20** Characters
- At least **1 Capital Letter**
- At least **1 Lowercase Letter**
- At least **1 Number**
- Must have **1 Special Character**: !@#%&^*()-=+.,/<>?

Examples:

- My3DogsRock!
- My3dogsrock!
- mv3dnasROCK!!!



Change Password



CHANGE YOUR SECURE PASSWORD

If you're a new user, your **Current Password** is your **Default Password**:

- Enter your **Current Password**.
- Enter your **New Password**.
- **Confirm** your New Password.
- Click **Next**.



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:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Next

© Paperless Pay Corporation 2006-2011

HELPFUL HINT

If you receive an error message, like:

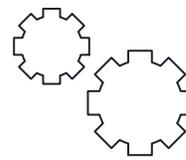
The password must be at least 8 characters long with at least one lower case character, one upper case character, one number and one special character,

Make sure your New Password is a minimum of 8 characters and includes at least:

- **1 Capital Letter** ABCDEFGHIJKLMNOPQRSTUVWXYZ
- **1 Lowercase Letter** abcdefghijklmnopqrstuvwxyz
- **1 Number** 0123456789
- **1 Symbol** !@#\$%^&*-=+;:~",./<>?()



Security Questions



YOUR SECURITY QUESTIONS

After you have created your **New Password**, you will select your **Security Questions**. These questions enable the **Recover Password** feature if you ever lose your password.

The screenshot shows the 'Employee Portal' header with the Paperless Pay Corporation logo and the tagline 'The Future of Employee Payroll Communication... Now!'. Below the header is a section titled 'Initial Setup' with the instruction 'You must enter your security questions to enable a password recovery.' Underneath, there is a 'Security Questions' form with two rows. The first row has a dropdown menu for 'Security Question' with the text 'Choose a question', a text input for 'Security Answer', and a 'Next' button. The second row has a dropdown menu for 'Second Security Question' with the text 'Choose a security question...', a text input for 'Second Security Answer', and the same 'Next' button. A copyright notice '© Paperless Pay Corporation 2005-2011' is visible at the bottom.

CHANGE 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**.

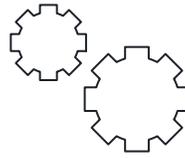
This screenshot is similar to the previous one but shows example data. The first 'Security Question' dropdown is set to 'What was the name of your first childhood pet?' and the 'Security Answer' is 'sparky'. The 'Second Security Question' dropdown is set to 'What is your mother's maiden name?' and the 'Second Security Answer' is 'smith'. The 'Next' button is still present. The copyright notice '© Paperless Pay Corporation 2005-2011' is at the bottom.

HELPFUL HINT

Make sure you choose and answer both **Security Questions** for the **Next** button to appear.



Email Delivery Options



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.



The Future of Employee Payroll Communication... Now!

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.

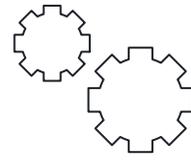
If you do not consent to receiving your W2 on-line you must click "No" to receiving your W2 online in order to proceed with the initial login.

Receive W2 Online (Default is Yes) Yes No

[Review Consent Policies](#)

[Next](#)

Email Delivery Options



STUB AVAILABILITY NOTIFICATION

If you'd like to receive an email notifying you when your pay stub is ready to view:

- Choose **Email**.
- Enter your email address.
- Choose **Do not send my stub, notify me when it's available**.
- Click **Next**.

Make sure to click on **Email** and off of **None** if you want to receive the email notification you select.

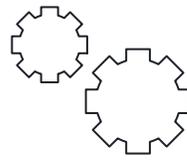
The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page is titled 'Initial Setup' and contains two main sections: 'Email Delivery Options' and 'On-line W2 Use Options'. In the 'Email Delivery Options' section, the 'Email' radio button is selected. Below it, there are fields for 'Primary' (containing 'yourpersonalemail@provider.com') and 'Secondary' (empty). Two options are listed: 'Do not send my stub, notify me when it's available. (Default)' (selected) and 'Send my stub as a password protected PDF file.' (unselected). The 'On-line W2 Use Options' section explains that receiving W2 forms online provides them earlier than mail. It includes a 'Receive W2 Online (Default is Yes)' section with 'Yes' selected and 'No' unselected. A 'Review Consent Policies' button is at the bottom left, and a 'Next' button is at the bottom right.

HELPFUL HINT

You are **NOT** required to have an email address to use the my-estub.com website. However, if you ever forget your password, you must have entered an email address in order to activate and utilize the **Recover Password** feature.



Email Delivery Options



PASSWORD PROTECTED PDF

If you'd like to receive a secure, password protected PDF copy of your pay stub via email:

- Choose **Email**.
- Enter your email address.
- Choose **Send my stub as a password protected PDF file**.
- Click **Next**.

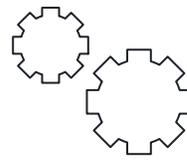
Make sure to click on **Send my stub** option to activate the secure PDF feature.

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page is titled 'Initial Setup' and contains two main sections: 'Email Delivery Options' and 'On-line W2 Use Options'. In the 'Email Delivery Options' section, the 'Email' radio button is selected. The 'Primary' email field contains 'yourpersonalemail@provider.com'. Below this, there are two radio button options: 'Do not send my stub, notify me when it's available. (Default)' and 'Send my stub as a password protected PDF file.' The second option is selected. The 'On-line W2 Use Options' section explains that receiving W2 forms online is available in January and requires consent. It includes a 'Receive W2 Online (Default is Yes)' section with 'Yes' selected. There are buttons for 'Review Consent Policies' and 'Next'.

You will need a PDF reader newer than 5.0 installed on your PC to View and/or Print your pay stub.



Online W2 Options



YOUR ONLINE W2

You have the option to receive your W2 online.

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'The Future of Employee Payroll Communication... Now!'. The main heading is 'Initial Setup'. Under 'Email Delivery Options', there are two radio buttons: 'None' and 'Email' (selected). Below 'Email', there are fields for 'Primary' (containing 'yourpersonalemail@provider.com') and 'Secondary'. There are two more radio buttons: 'Do not send my stub, notify me when it's available. (Default)' (selected) and 'Send my stub as a password protected PDF file.' Below this is a note: '(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.)'. Under 'On-line W2 Use Options', there is explanatory text about receiving W2 forms online and a note about consent. At the bottom, there are radio buttons for 'Receive W2 Online (Default is Yes)' with 'Yes' selected and 'No' unselected. A green arrow points to the 'No' option. There is a 'Review Consent Policies' button and a 'Next' button in the bottom right corner.

RECEIVE YOUR W2 ONLINE

If you'd like to receive your W2 online to view and print at your leisure:

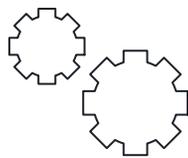
- Choose **Yes**.
- Click **Review Consent Policies**.

If you do not wish to receive your W2 online and would like it printed and mailed to you:

- Choose **No**.
- Click **Next** to move on.



Online W2 Options



REVIEW CONSENT POLICIES

If you choose to receive your W2 online, you must review and consent to the W2 policies:

- Read and scroll down to the bottom of the page.
- Click **Consent**.

If you choose to decline the option to receive your W2 online and do not wish to consent to the W2 policies, click **Cancel**.

Electronic W2 Disclosure ©Paperless Pay Corporation 2011

In order to receive your 2011 Form W2 through this portal you must consent. To consent, click the "I Consent" Box at the bottom form after reading the entire disclosure form. If you consent, then you will not receive a paper copy via the Postal Service. You will agree 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 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, 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 and time showing you had originally consented and then changed your decision. Withdrawn consent is effective immediately. Your 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 ADOBE PDF Reader. The link to download Adobe PDF Reader 9.0 is located on the next page should you Consent to using the portal.

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 (10 inches wide).

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

Verify Your SSN

Please verify your consent by filling out your Social Security Number below:

Your SSN: 123 - 45 - 6789

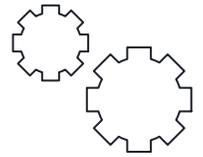
Verify Your SSN: 123 - 45 - 6789

VERIFY YOUR SSN

You may be prompted to verify your Social Security Number in order to consent to receiving your W2s online.

Verifying your SSN insures that your information is secure and that only you have access to your personal W2 information.

Text Message Notifications



YOUR TEXT MESSAGE OPTIONS

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**.

To make sure you've setup your cell phone and have entered your cell information correctly, click the **Send Test Text Message** button.

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'The Future of Employee Payroll Communication... Now!'. The main heading is 'Employee Portal'. Below this is the 'Initial Setup' section, which includes instructions on receiving text messages and a checkbox to 'Activate Text Message Notifications. ****Pick No More Than Six Options.****'. The 'Text Alert Setup' section contains two columns of checkboxes for selecting pay elements: Net Pay, DIR-DEP 1, 5, 2, PTO-Av1 Bal, Base Salary, DIR-DEP 4, Gross Pay YTD, and Gross Pay. The 'Cellular Phone Setup' section has a dropdown for 'Select Cellular Provider' (currently set to 'None'), a text input for 'Enter Cellular Number', and a 'Send Test Text Message' button. A 'Finish' button is located at the bottom right of the form area.

FINISH

Click **Finish** to save your changes and activate your my-estub.com account.



Payment Listing



YOUR PAYMENT LISTING

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**.

The screenshot shows the Paperless Pay Corporation Employee Portal. At the top left is the logo for Paperless Pay Corporation. To the right is the tagline "The Future of Employee Payroll Communication... Now!". Below the logo is a navigation bar with "Employee Portal" and links for "Payment Listing", "W-2", "User Setup", "Help", "About", and "Logout". The main content area is titled "Electronic Pay Advice Listing" and includes the instruction: "To choose the pay advice you wish to see, simply click on the 'Trans ID' of the payment." Below this is a table with three columns: TRANS ID, PAYMENT DATE, and AMOUNT. The first row contains the values 4608442, 01/01/2012, and \$600.00. A green arrow points to the TRANS ID cell. At the bottom right of the page is a "Privacy Policy" link.

TRANS ID	PAYMENT DATE	AMOUNT
4608442	01/01/2012	\$600.00

YOUR ONLINE PAY STUB

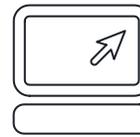
Before your stub is visible, a message will appear directing you on how to print out your paystub for your records.

If you do not wish to receive this message again, check the box next to the message **Don't show this message again** and click **OK**.

The screenshot shows a pop-up message box with a yellow warning icon. The text inside reads: "Please use the print button on the top right of the pop up frame to print your stub correctly. It is located to the left of the push pin icon." Below the text are two buttons: "OK" and a checkbox labeled "Don't show this message again".



Online Paystub



VIEW YOUR ONLINE PAY STUB

Your selected online pay stub is displayed in a floating window for quick viewing. If you'd like to expand the window, click on the **Maximize** button on the top, right corner of the box.

JOHN SMITH
10 SAMPLE LANE
SAMPLE ME 12345

Powered By:

Employee	12345	JOHN SMITH	Dept	001 <th>Soc. Sec No</th> <td>XXXX-XX-1234<th>Check No</th><td>001234</td></td>	Soc. Sec No	XXXX-XX-1234 <th>Check No</th> <td>001234</td>	Check No	001234
Week Ending	01/01/2012 <th>Fed</th> <td>0<th>Rate</th><td>10.00<th>Date</th><td>01/01/2012</td></td></td>	Fed	0 <th>Rate</th> <td>10.00<th>Date</th><td>01/01/2012</td></td>	Rate	10.00 <th>Date</th> <td>01/01/2012</td>	Date	01/01/2012	
Date Hired	01/01/1994 <th>State</th> <td>0<th></th><td><th></th><td></td></td></td>	State	0 <th></th> <td><th></th><td></td></td>		<th></th> <td></td>			

	Hours	Earnings	Other Pay		Deductions	Deductions		Pay Pd	YTD
REGUL	40.00	800.00	0.00	TSA	30.00		Gross	900.00	3,000.00
E B T	20.00	300.00		LIB T	40.00		FICA	50.00	200.00
				LONG	30.00		FED	100.00	400.00
				DENTA	10.00		State	40.00	100.00
				BANK	500.00		Local		
							AEIC		
							Net Pay	600.00	100.00
Total	60.00	900.00	0.00			Total	YTD TSA		100.00
							ER MATCH	10.00	80.00

Comments:

PRINT YOUR ONLINE PAY STUB

To print your pay stub, click the **Printer Icon** located in the upper right hand corner.

HELPFUL HINT

If you have a **Pop-up Blocker** enabled, you may need to disable your **Pop-up Blocker** in order for the www.my-estub.com website to display your pay stub.

To add www.my-estub.com to your list of pop-up exceptions, locate the **Tools** option found on the menu bar of your internet browser. Choose **Pop-up Blocker** from the list of available tools and select **Pop-up Blocker Settings**. Add <https://www.my-estub.com> to the box **Address of website to allow** and click **Add**. The website should now display in the list of **Allowed sites**. Click **Close** to save the changes.



W2 PortalOnline W2



YOUR ONLINE W2

If you have chosen to receive your W2 online, click the **W-2** option on your toolbar to enter the **eW2™ Tax Form Delivery Portal**.

If you have not consented to view your W2 online and would like to do so, click **User Setup** on your toolbar to change your **Online Usage Settings**.

The screenshot shows the Paperless Pay Employee Portal interface. At the top left is the logo for Paperless Pay Corporation with the tagline "The Future of Employee Payroll Communication... Now!". Below the logo is a navigation bar with "Employee Portal" and menu items: "Payment Listing", "W-2", "User Setup", "Help", "About", and "Logout". The main content area is titled "Welcome to eW2 Tax Form Delivery Portal." and includes the following text:

The safest way to receive your year-end W2 tax form.

Now that you have logged in and consented to using the eW2 On-Line system, you have elected to receive your 2008 Form W2 from this portal and print it yourself.

This will generate a form that is completely designed to comply with IRS specifications.

You may login and print as many copies as you like as many times as you like, however, we recommend you save your Form W2 to your personal computer for future reference while you are viewing it by clicking on File, Save a Copy and selecting a folder on your PC. The Form W2 is not password protected so to insure privacy when you save it, select a personal folder on your computer.

Your current Form W2 (2008) will remain on the system for up to 48 months or as long as you remain employed with the company. In addition, you will receive all future Form W2s on line unless you change your designation.

The Form W2 will be presented to you in an Adobe PDF format; therefore you will need Adobe Reader to view it. If you do not have Adobe Reader you can click on the link at the end of this paragraph to download it for installation...[Download Adobe PDF Reader 9](#)

To print your Form W2 you must have a Windows compatible printer attached to your personal computer or network.

A green arrow points to a blue link: [View and Print W2 Form](#)

At the bottom right of the page is a "Privacy Policy" link.

SELECT YOUR ONLINE W2

To select your W2, click the **View/Print W2** option located at the bottom of your screen under **Available Items to Print**.

The screenshot shows the Paperless Pay Employee Portal interface. At the top left is the logo for Paperless Pay Corporation with the tagline "The Future of Employee Payroll Communication... Now!". Below the logo is a navigation bar with "Employee Portal" and menu items: "Payment Listing", "W-2", "User Setup", "Help", "About", and "Logout". The main content area is titled "Available items to print (Choose one)" and includes the following text:

Please use caution when printing pay-advice, W-2s, or any other document that may contain Personally Identifiable Information. If you do not own the printer or cannot be sure of the printer configuration, then consider printing elsewhere.

Below the text is a table with two columns:

IRS FORM	
2011 W-2	View / Print W2

A green arrow points to the "View / Print W2" link.

At the bottom right of the page is a "Privacy Policy" link.

VIEW, PRINT & SAVE YOUR ONLINE W2

Your selected online pay stub is displayed in a floating window for quick viewing. If you'd like to expand the window, click on the **Maximize** button on the top, right corner of the box.

To print your pay stub, drag your mouse to the bottom of the page and click the **Printer Icon** located in the toolbar at the bottom of the floating window.

To save your W2, click the **Floppy Disc Icon** located in the toolbar at the bottom of the floating window. This will allow you to save your W2 to your computer for future viewing and printing.


The Future of Employee Payroll Communication... Now!

Employee Portal

[Payment Listing](#) [W-2](#) [User Setup](#) [Help](#) [About](#) [Logout](#)

Available items to print (Choose one)

Please use caution when printing pay-advice, W-2s, or any other document that may contain Personally Identifiable Information. If you do not own the printer or cannot be sure of the printer configuration, then consider printing elsewhere.

IRS FORM	
2011 W-2	View / Print W2

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[Privacy Policy](#)

HINT

Make sure you have **Adobe Reader 9** or later downloaded to view your W2.

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18

User Setup



CHANGING YOUR ACCOUNT INFORMATION

To change any of following:

- Password
- Security Questions
- Online Usage Options
- Email Notifications or
- Text Options,

Click **User Setup** on your toolbar, make your changes and click **Save Changes**.

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'The Future of Employee Payroll Communication... Now!'. The navigation bar includes 'Payment Listing', 'W-2', 'User Setup', 'Help', 'About', and 'Logout'. The main content area is divided into several sections:

- Your Information:** Displays 'Employee Name: John R Smith' and 'Employee Logon ID: Sample12345John'.
- On-line Usage Options:** Contains two radio button options: 'I elect to use my-estub to receive my pay stubs:' (Yes selected) and 'I elect to use my-estub to receive my W-2 tax forms:' (Yes selected).
- Change Password Options:** Includes buttons for 'Change User Password' and 'Change Password Question'.
- eStubView Delivery Options:** Features radio buttons for 'None' (selected) and 'Email'. Under 'Email', there are input fields for 'Primary' and 'Secondary' email addresses, and a 'Test E-mail' button.
- Text Alert Setup:** Includes a checkbox for 'Activate Text Message Notifications. ****Pick No More Than Six Options.****'. Below this is a 'Cellular Phone Setup' section with a dropdown for 'Select Cellular Provider', an input field for 'Enter Cellular Number', and a 'Send Test Text Message' button.

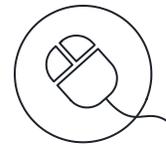
A 'Save Changes' button is located at the bottom center of the form area. A 'Privacy Policy' link is visible in the bottom right corner of the page.

HINT

Make sure you click on the **Save Changes** button before you leave the page.



Compatibility View



INTERNET EXPLORER 9

There are some occurrences where clicking on the **Trans ID** for your pay stub will not bring up the pay stub. This occurs because of a compatibility issue with Internet Explorer 9.

This is easily fixed using the instructions listed below:

STEP 1

At the top of the screen you will see: **File, Edit, View, Favorites, Tools** and **Help**.

STEP 2

Click **Tools** and then choose **Compatibility View Settings**. The **Compatibility View Settings** box will automatically appear in the upper left hand corner of your screen.

STEP 3

The option for my-estub.com will already be highlighted. Click on the **Add** button to add my-estub.com to the box below.

STEP 4

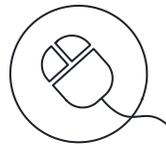
Click the **Close** button at the bottom. This will automatically refresh your screen.

STEP 5

When your screen refreshes, click on the **Employee Portal** and login again.



Compatibility View



SAFARI

There are some occurrences where Safari will either not allow employees to login through the **Employee Portal** or access their pay stub by clicking on the **Transaction ID**.

This is easily fixed using the instructions listed below:



STEP 1

At the top of the screen you will see: **File, Edit, View, History, Bookmarks, Window** and **Help**.

STEP 2

Click **Edit** and then choose **Preferences**. The **Preferences** box will automatically appear in the middle of your screen.

STEP 3

Click the **Advanced** icon in the upper right hand corner of the **Preferences** menu toolbar.



STEP 4

Check the box next to **Select Develop menu in menu bar** located at the bottom of the menu.

STEP 5

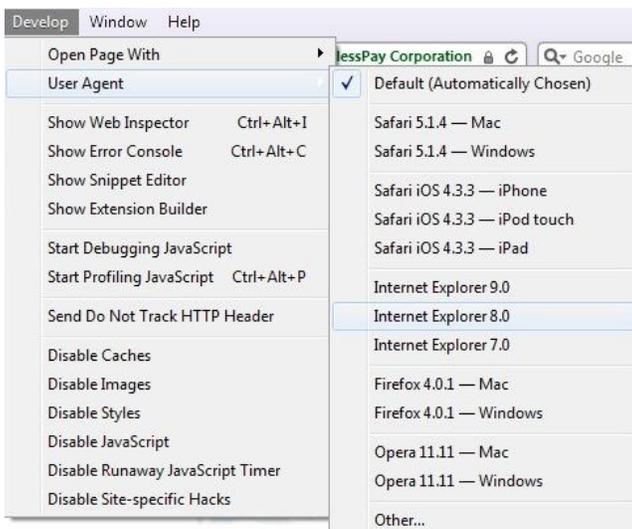
Click **Develop** and then choose **User Agent**.

STEP 6

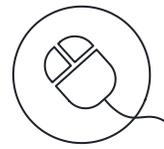
Choose one of the **Internet Explorer** or **Firefox** options. This will automatically refresh your screen.

STEP 7

When your screen refreshes, click on the **Employee Portal** and login again.



Pop-up Blocker



INTERNET EXPLORER

To add my-estub.com to your list of Internet Explorer pop-up exceptions:

STEP 1

At the top of the screen you will see: **File, Edit, View, Favorites, Tools** and **Help**.

STEP 2

Click **Tools** and then choose **Pop-up Blocker** and **Pop-up Blocker Settings**. The **Pop-up Blocker Settings** box will automatically appear in the upper left hand corner of your screen.

STEP 3

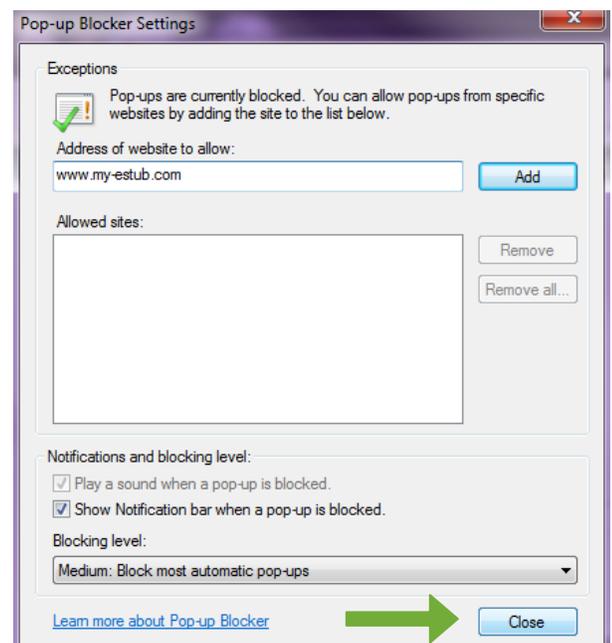
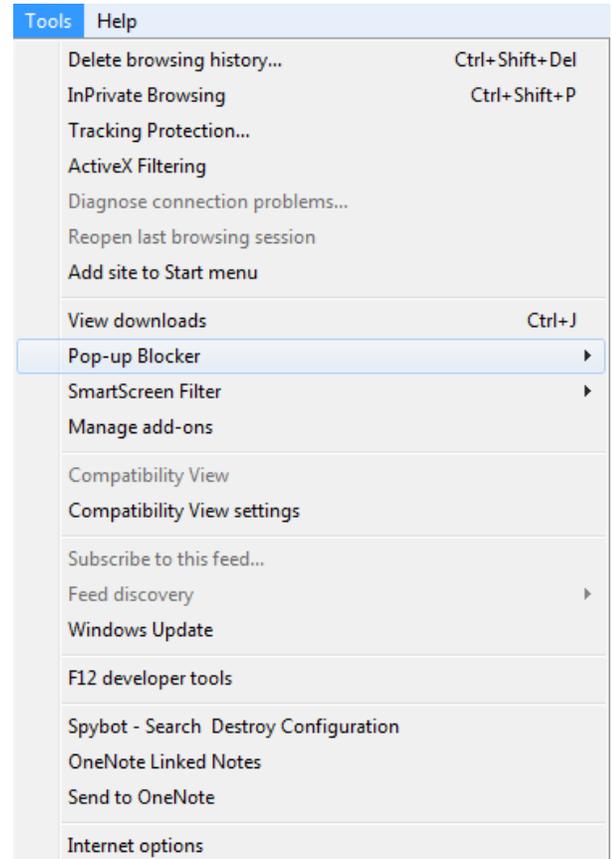
Type <https://www.my-estub.com> in **Address of website to allow**. Click on the **Add** button to add the website to the box below.

STEP 4

Click the **Close** button at the bottom. This will automatically refresh your screen.

STEP 5

When your screen refreshes, click on the **Transaction ID** to view your pay stub.

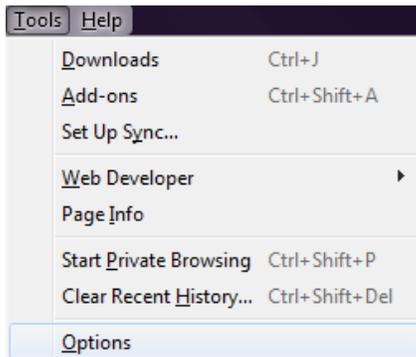


Pop-up Blocker



MOZILLA FIREFOX

To add my-estub.com to your list of Internet Explorer pop-up exceptions:

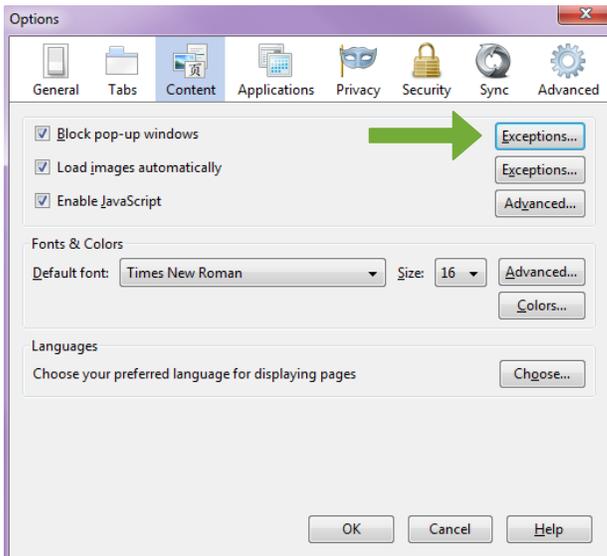


STEP 1

At the top of the screen you will see: **File, Edit, View, History, Bookmarks, Tools** and **Help**.

STEP 2

Click **Tools** and then choose **Options**. The **Options** menu will automatically appear in the center of your screen.



STEP 3

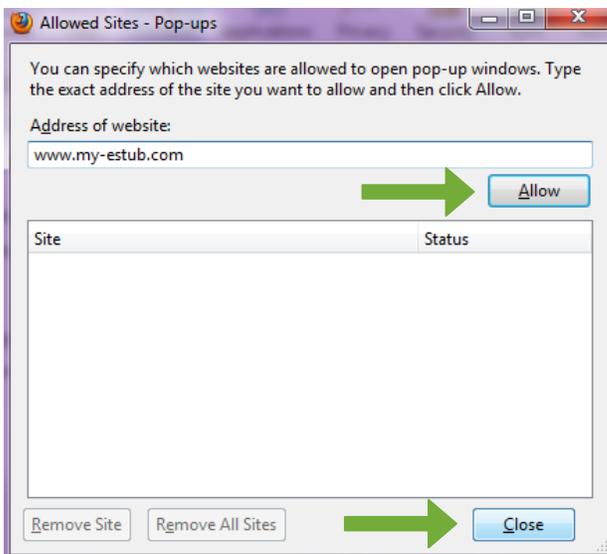
Click the **Content** icon towards the left hand corner of the **Options** menu toolbar.

STEP 4

Click the **Exceptions** box to the right of the **Block pop-up windows** located at the top of the menu.

STEP 5

Type <https://www.my-estub.com> in **Address of website**. Click the **Allow** button to add the website to the box below.



STEP 6

Click the **Close** button at the bottom and click **OK** to save your changes.

STEP 7

When your screen refreshes, click on the **Transaction ID** to view your pay stub.



Employee FAQ



Where do I login?

Once you have opened www.my-estub.com in your internet browser, employees will click on *Employee Portal* in the upper left corner of the screen. This will open a login window for you to input your information. If you are an administrator for the company, you will click on *Administrator Access* in the bottom left corner.

What is my UserID?

The format for your UserID will be unique to your company. It will consist of three general parts: Company abbreviation, Employee Number, and a portion of your name. The number of characters and arrangement of the three parts will be specifically formatted for each individual company. If you are unsure of your UserID, check with your Payroll Department to make sure you have the correct information.

Where can I find my Employee Number?

If you have received a paper pay stub, your employee number will be located on it. If you do not have a stub available, you can contact your payroll department and they will be able to look up your number for you.

Can I change my UserID?

Your user name is specifically formatted by your payroll department and is used to process all of your electronic files to your account. Therefore, this information cannot be changed from what is assigned to your account.

Can I access my pay stub from any computer?

Yes, if you have access to the internet, then you will have 24 hour access to your pay records.

If I can login from any computer, how safe is my-eStub.com™?

Every year Paperless Pay Corporation goes through a special security audit called SSAE 16 Type II. You can find more information about what this certification means to you here: http://ssae16.com/SSAE16_overview.html.

What happens if I forget my UserID or Password?

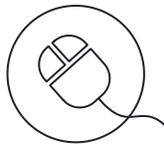
Your Payroll department can assist you with this information. If you've forgotten your password, you can use the *Recover Password* option. This option will verify your security questions and then send you a randomly generated, temporary password to the email address on file. You will be able to login and immediately reset your password.

What does, "Sorry the UserID & Password provided are not valid" mean?

If you are receiving this message, then your UserID has not been entered correctly. You may attempt to reset your password through the site. Also, make sure that you have clicked onto the *Employee Portal* and not the *Administrator Access*.



Employee FAQ



What does, “Your Username is locked” mean & what do I do?

You have three tries to enter your password. After your third attempt, if it has not been entered correctly, the site will automatically lock your account for security purposes. The account will unlock in 24 hours. However, if you enter an incorrect password on your first attempt, the account will lock again. If you would rather not wait 24 hours, your Payroll department can assist you with your account.

My Password disappears when I press *Login*. What do I do?

If your password disappears when you try to log in, but no error message appears, this generally means that there is a security program blocking the website. You should check that www.my-estub.com is set as a 'Safe Site' or 'Allowed Site' through your internet browser, as well as through any security program you may have installed on your computer. When you have done this, exit and reopen the site before logging in. If the problem continues, call your Payroll department they will do what they can to diagnose the problem. If not, they can direct you to the correct department to get the issue resolved.

When I click on a Transaction ID, nothing happens. What do I do?

If nothing occurs when you click on a transaction ID, this is usually caused by new security features on Internet Explorer Version 9. In order to allow your stubs to show, you'll need to click on Tools on your Menu Bar and click Compatibility View Settings. This will open the Compatibility options box. Our site address will be filled in for you in the top box, click Add, and Close at the bottom. The screen will refresh and your stubs will be available for viewing.

Where do I access my W2s once I've logged into my account

If you have not consented to receiving your W2s online as of yet, you will need to enable this feature. Click on User Setup on the toolbar at the top of the screen. In the upper right, choose Yes next to “I elect to use My-Estub to receive my W-2 tax forms”. This will open our Consent Policies. Please review this document and choose to Consent or Cancel. If you Consent, make sure that you click Save at the bottom of the page before going back to the Payment Listing page. A W2 option will now be available on your Toolbar. By clicking this, you will be navigated to the W2 page.

Will previous years W2s be available on the site?

If your company has opted to make history files available for their employees, you may have previous years' W2s available. If so, once you are on the eW2 Tax Form Delivery Portal, click on View and Print W2 Form, and your available W2s will be listed under Available Items to Print.

How long will my W2 be available to View & Print?

Each W2 will stay on the site for up to 36 months while your company is in contract with PaperlessPay Corporation. During that time, it is available for you to save, view or print from the site.



Employee FAQ



What file format is my W2?

The W2 is a PDF file format and requires Adobe PDF Reader 9 to view, print and save to your PC. There is a link to download the latest version of Adobe Reader on the eW2 Tax Form Delivery Portal.

Does the IRS allow me to access my W2s solely online?

Yes, according to IRS Tax Form 15A (there is a link to this document on our Consent Policy page) your company is allowed to offer your W2 only online for you as long as you consent to certain restrictions listed in this tax form. If you opt out at a later date, your company is then required to provide a paper copy for you.

What do I do if I need a reprint of my W2?

If you consented to received your W2 online, you can access your W2s immediately from the site and print your W2 personally. If you did not consent online, you will need to contact your payroll department and have them issue you a reprint of your W2.

What do I do if there are errors on my W2?

You will need to contact your payroll department. These errors will need to be corrected according to IRS guidelines and you will be reissued a W2 through your payroll department.

If I will be receiving my W2 in the mail, when should I expect this?

If you have any questions regarding your eligibility to Opt-Out, contact your payroll department for more information.

Can I Opt-Out of receiving my pay stubs and W2s online?

If your company plans to use PaperlessPay to print and mail their W2s, we will be mailing them off on January 31st. You should expect your W2 via USPS anywhere from 2-4 weeks from this date. If you consent to receive your W2 online, your W2 will be available to you much sooner to view, print, save and file at your leisure.

What is the phone number to our Payroll Department?

You can reach a GSC Payroll Representative at 713-747-5000. Representatives are available Monday – Friday between 7:30AM – 4:30PM.

Who can contact the Payroll Department?

The my-eStub.com™ service for online pay stubs is only available for direct deposit employees. Any Grocers Supply employee can contact the Payroll Department. Unfortunately, due to security policies, we have to verify security information with the employee whose account we are accessing, and therefore cannot give out information to anyone other than the employee.

What if my Payroll Department is closed?

If your company does not use our Employee Call Support feature, then we do not have access to any of the employees login information needed in order to assist you. You will have to speak to payroll directly for any and all information regarding your account.



