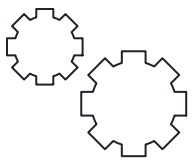




# Easy Setup Guide



# Table of Contents



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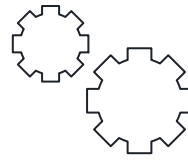
# Welcome



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



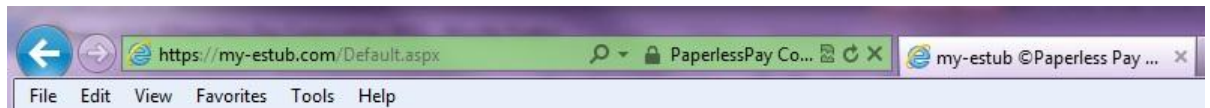
# Getting Started



## 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.

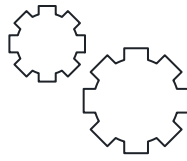


In the top left corner of the page, click on **Employee Portal** and a drop-down box will appear for you to enter your employee login information.

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.



# 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.)

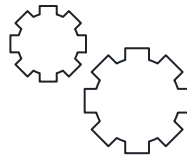
The Default Password is **Case Sensitive** to assist in keeping your information secure.

## 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 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](http://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:



## 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:

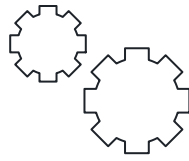
- Between **8 – 20** Characters
- At least **1 Capital Letter**
- At least **1 Lowercase Letter**
- At least **1 Number**
- Must have **1 Special Character**: !@#\$%^&\*()-=+,./<>?

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](http://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

© 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,**

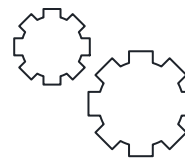
Make sure your New Password is a minimum of 8 characters and includes at least:

- **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 logo and the tagline 'The Future of Employee Payroll Communication... Now!'. Below the header is the 'Initial Setup' section with the instruction: 'You must enter your security questions to enable a password recovery.' Under 'Security Questions', there are two rows. The first row has a dropdown menu labeled 'Choose a question' and a text input field. The second row has a dropdown menu labeled 'Choose a security question...' and a text input field. A 'Next' button is located at the bottom right of the form. The footer of the page reads '© Paperless Pay Corporation 2005-2011'.

## 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 shows the same 'Initial Setup' page as the previous one, but with the security questions filled in. The first question is 'What was the name of your first childhood pet?' with the answer 'sparky'. The second question is 'What is your mother's maiden name?' with the answer 'smith'. The 'Next' button is still present at the bottom right. The footer reads '© Paperless Pay Corporation 2005-2011'.

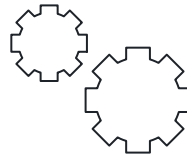
## HELPFUL HINT

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.

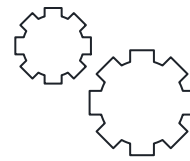
Receive W2 Online (Default is Yes)

☐ 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 'Initial Setup' page of the Paperless Pay Corporation Employee Portal. The page has a header with the company logo and tagline 'The Future of Employee Payroll Communication... Now!'. Below the header is a dark grey bar with the text 'Employee Portal'. The main content area is titled 'Initial Setup' and contains two sections: 'Email Delivery Options' and 'On-line W2 Use Options'. In the 'Email Delivery Options' section, the 'Email' radio button is selected, and the 'Primary' email address field contains 'yourpersonalemail@provider.com'. Below this, the 'Do not send my stub, notify me when it's available. (Default)' radio button is selected. In the 'On-line W2 Use Options' section, the 'Receive W2 Online (Default is Yes)' radio button is selected. A 'Review Consent Policies' button is located at the bottom left of the 'On-line W2 Use Options' section, and a 'Next' button is at the bottom right of the page.

**PAPERLESS Pay CORPORATION** 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](#)

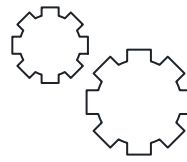
[Next](#)

## 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**.

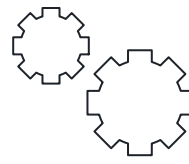
Make sure to click on **Send my stub** option to activate the secure PDF feature.

The screenshot shows the 'Initial Setup' page of the Paperless Pay Corporation Employee Portal. The page has a header with the company logo and tagline 'The Future of Employee Payroll Communication... Now!'. Below the header, the 'Email Delivery Options' section is active, showing radio buttons for 'None' and 'Email' (selected). Under 'Email', there are fields for 'Primary' (containing 'yourpersonalemail@provider.com') and 'Secondary'. Below these, there are two options: 'Do not send my stub, notify me when it's available. (Default)' and 'Send my stub as a password protected PDF file.' (selected). A note explains that selecting the PDF option requires a PDF reader newer than 5.0. The 'On-line W2 Use Options' section follows, explaining that receiving W2 forms online provides earlier access. It includes a 'Receive W2 Online (Default is Yes)' section with 'Yes' (selected) and 'No' radio buttons, and a 'Review Consent Policies' button. A 'Next' button is located at the bottom right of the form area.

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 header includes the company logo and the tagline 'The Future of Employee Payroll Communication... Now!'. The main section is titled 'Initial Setup' and contains two primary configuration areas:

- Email Delivery Options:** Includes radio buttons for 'None' and 'Email' (selected). Below, there are fields for 'Primary' and 'Secondary' email addresses, with 'yourpersonalemail@provider.com' entered in the Primary field.
- On-line W2 Use Options:** Contains explanatory text about receiving W2 forms online and a section with radio buttons for 'Receive W2 Online (Default is Yes)'. The 'Yes' option is selected, and a green arrow points to it. Below this is a 'Review Consent Policies' button.

A 'Next' button is located at the bottom right of the form area.

## RECEIVE YOUR W2 ONLINE

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

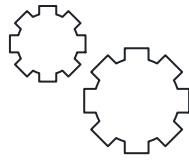
- Choose **Yes**.
- Click **Review Consent Policies**.

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 of the form after reading the entire disclosure form. If you consent, then you will not receive a paper copy via the Postal Service. You will be required 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 copy, 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 and time showing you had originally consented and then changed your decision. Withdrawn consent is effective immediately. Your 2011 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 electronic W2.

**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:  -  -

Verify Your SSN:  -  -

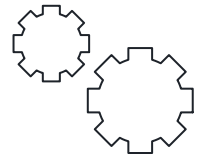
## VERIFY YOUR SSN

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 header includes the company logo and the tagline 'The Future of Employee Payroll Communication... Now!'. The main content area is titled 'Initial Setup' and contains instructions for receiving text messages. A checkbox labeled 'Activate Text Message Notifications. \*\*\*\*Pick No More Than Six Options.\*\*\*\*' is checked. Below this, the 'Text Alert Setup' section lists various pay items with checkboxes: Net Pay, DIR-DEP 1, DIR-DEP 5, DIR-DEP 2, PTO-Av'l Bal, Base Salary, DIR-DEP 4, Gross Pay YTD, and Gross Pay. The 'Cellular Phone Setup' section includes a dropdown for 'Select Cellular Provider' (currently set to 'None'), a text field for 'Enter Cellular Number:', and a 'Send Test Text Message' button. A 'Finish' button is located at the bottom right of the form.

## 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, the logo for Paperless Pay Corporation is on the left, and the tagline "The Future of Employee Payroll Communication... Now!" is on the right. Below the logo is a navigation bar with links: Payment Listing, W-2, User Setup, Help, About, and Logout. The main heading is "Electronic Pay Advice Listing". Below this, a message states: "To choose the pay advice you wish to see, simply click on the 'Trans ID' of the payment." A table with three columns is shown: 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 value. At the bottom right of the portal, there is a link for "Privacy Policy".

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 triangle 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 is an "OK" button and a checkbox labeled "Don't show this message again." which is currently unchecked.






# 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



JOHN SMITH  
10 SAMPLE LANE  
SAMPLE ME 12345

Powered By:  
my-eSTUB  
PAY ADVISOR

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

	Hours	Earnings	Other Pay		Deductions		Deductions		Pay Pd	YTD
REGUL	40.00	600.00	WEEKE	6.00	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		600.00	
							Net Pay			100.00
Total	60.00	900.00		6.00			YTD TSA		10.00	100.00
					Total	700.00	ER MATCH			90.00

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](http://www.my-estub.com) website to display your pay stub.

To add [my-estub.com](http://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 <http://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**.

**Employee Portal**

Payment Listing W-2 User Setup Help About Logout

**Welcome to eW2 Tax Form Delivery Portal.**

**The securest 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.**

 [View and Print W2 Form](#)

Privacy Policy

## 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**.

**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	<a href="#">View / Print W2</a>


Privacy Policy

## 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	<a href="#">View / Print W2</a>

**Copy B – To Be Filed With Employee's FEDERAL Tax Return**

41-1628061  
OMB No. 1545-0008

a Employee's social security number <b>123-45-6789</b>	1 Wages, tips and other compensation <b>20000.00</b>	2 Federal income tax withheld <b>2000.00</b>
b Employee's identification number (EIN) <b>012345678</b>	3 Social security wages <b>20000.00</b>	4 Social security taxes withheld <b>900.00</b>
c Employee's name, address and ZIP code <b>Sample Company 1234 South Samp Ave. West Somewhere, NA 12345</b>	5 Medicare wages and tips <b>20000.00</b>	6 Medicare tax withheld <b>300.00</b>
d Control Number		
e Employee's name, address and ZIP code <b>JOHN R SMITH 1234 SOMEWHERE ST SOMEWHERE NA 12345</b>		
7 Social security type	8 Allocated type	
10 Dependent care benefits	11 Nonqualified plans	12a Code See instructions for box 12 <b>E 600.00</b>
13 Statutory employee	14 Other	12b
Retirement Plan <input checked="" type="checkbox"/>		12c
Third party sick pay		12d
NA 10-1010101	20000.00	700.00
15 State Employer's state I.D. number	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	20 Locality name


Form W-2 Wages and Tax Statement   **2011**   Dept of the Treasury – IRS

**Copy 2 – To Be Filed With Employee's State, City, or Local Income Tax Return**

41-1628061  
OMB No. 1545-0008

a Employee's social security number <b>123-45-6789</b>	1 Wages, tips and other compensation <b>20000.00</b>	2 Federal income tax withheld <b>2000.00</b>
b Employee's identification number (EIN) <b>012345678</b>	3 Social security wages <b>20000.00</b>	4 Social security taxes withheld <b>900.00</b>
c Employee's name, address and ZIP code <b>Sample Company 1234 South Samp Ave. West Somewhere, NA 12345</b>	5 Medicare wages and tips <b>20000.00</b>	6 Medicare tax withheld <b>300.00</b>
d Control Number		
e Employee's name, address and ZIP code <b>JOHN R SMITH 1234 SOMEWHERE ST SOMEWHERE NA 12345</b>		
7 Social security type	8 Allocated type	
10 Dependent care benefits	11 Nonqualified plans	12a Code See instructions for box 12 <b>E 600.00</b>
13 Statutory employee	14 Other	12b
Retirement Plan <input checked="" type="checkbox"/>		12c
Third party sick pay		12d
NA 10-1010101	20000.00	700.00
15 State Employer's state I.D. number	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wages and Tax Statement   **2011**   Dept of the Treasury – IRS



**Copy C – For EMPLOYEE'S RECORDS (See Notice To Employee on the back of Copy B.)**

41-1628061  
OMB No. 1545-0008

a Employee's social security number	1 Wages, tips and other compensation	2 Federal income tax withheld
-------------------------------------	--------------------------------------	-------------------------------

**Copy 2 – To Be Filed With Employee's State, City, or Local Income Tax Return**

41-1628061  
OMB No. 1545-0008

a Employee's social security number	1 Wages, tips and other compensation	2 Federal income tax withheld
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[Privacy Policy](#)

## HINT

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



# 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 has a navigation bar with links: Payment Listing, W-2, User Setup, Help, About, and Logout. The main content area is divided into several sections:

- Your Information:** Fields for Employee Name (John R Smith) and Employee Logon ID (Sample12345John).
- On-line Usage Options:** A section titled 'You may change your on-line stub and W2 usage in this section'. It contains two radio button options: 'I elect to use my-estub to receive my pay stubs:' (Yes/No) and 'I elect to use my-estub to receive my W-2 tax forms:' (Yes/No).
- Change Password Options:** Two buttons: 'Change User Password' and 'Change Password Question'.
- eStubView Delivery Options:** Radio button options for 'None' (selected) and 'Email'. If 'Email' is selected, there are fields for 'Primary' and 'Secondary' email addresses, a 'Test E-mail' button, and two more radio button options: 'Do not send my stub, notify me when it's available. (Default)' (selected) and 'Send my stub as a password protected PDF file.'.
- Text Alert Setup:** 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' (Please Select Your Wireless Service Provider), a field for 'Enter Cellular Number', and a 'Send Test Text Message' button. A note below the number field says 'Enter Just the Area Code and Number with Format 9045552121, No -, /, (, or 1'.

At the bottom of the form is a 'Save Changes' button. The footer of the page includes a 'Privacy Policy' link.

### 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

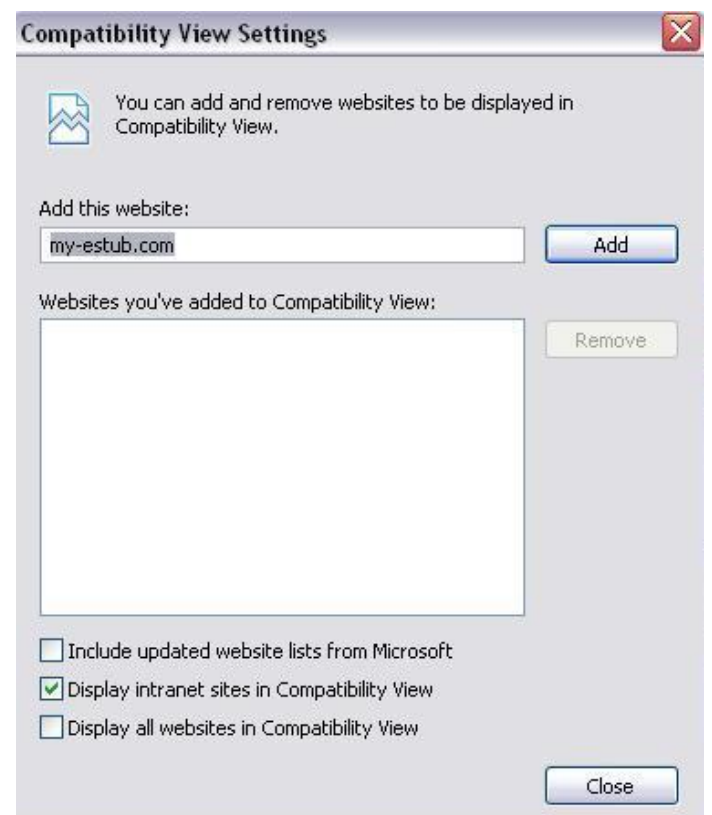
The option for my-estub.com will already be highlighted. Click on the **Add** button to add my-estub.com to the box below.

### 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

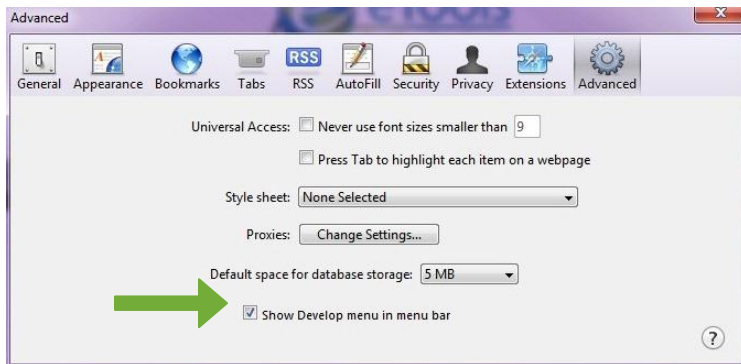
At the top of the screen you will see: **File, Edit, View, History, Bookmarks, Window** and **Help**.

### 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

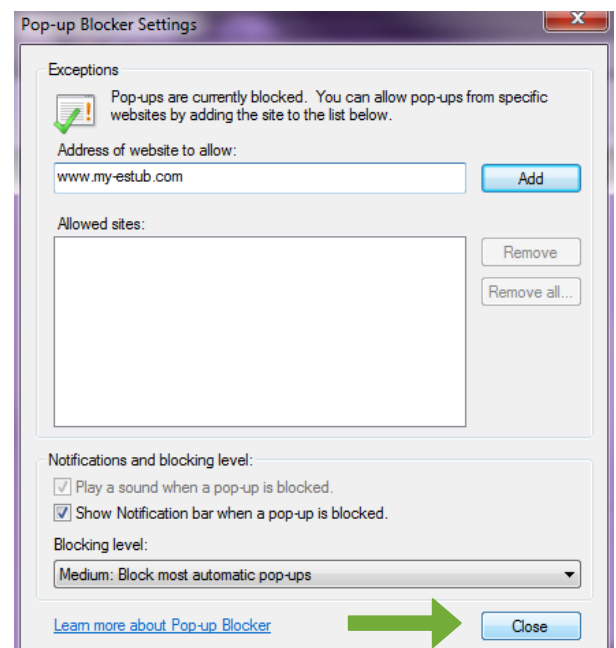
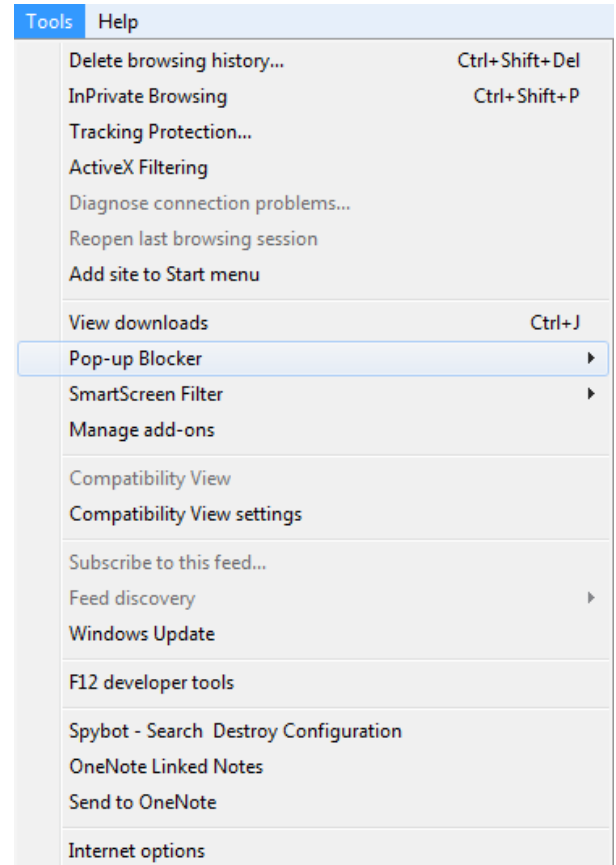
Type <https://www.my-estub.com> in **Address of website to allow**. Click on the **Add** button to add the website to the box below.

### 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.



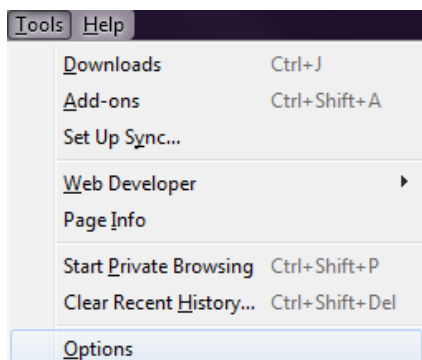


# Pop-up Blocker



## MOZILLA FIREFOX

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

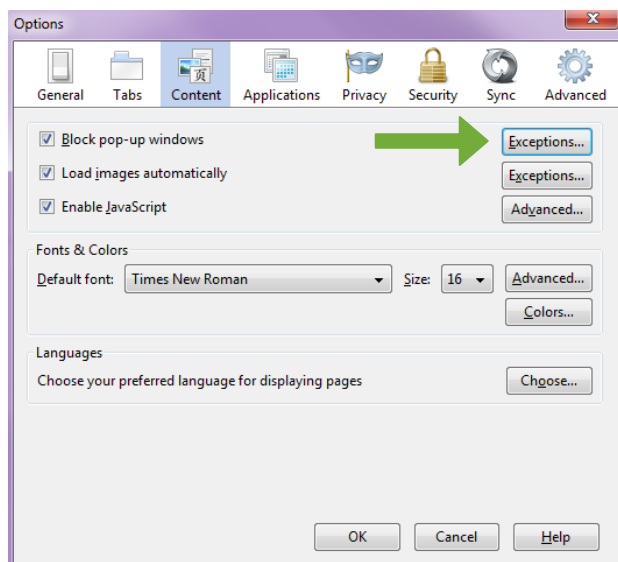


### STEP 1

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

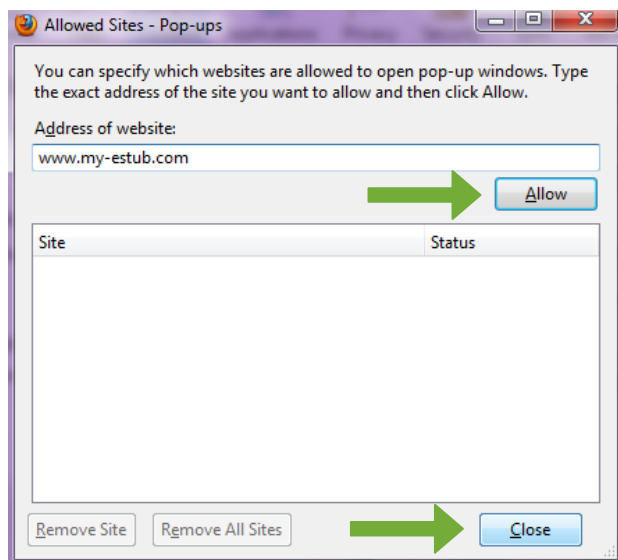
Type <https://www.my-estub.com> in **Address of website**. Click the **Allow** button to add the website to the box below.

### 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](http://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](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](http://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 31<sup>st</sup>. 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.



