

Online Paystub Initial Log-In


Step 1

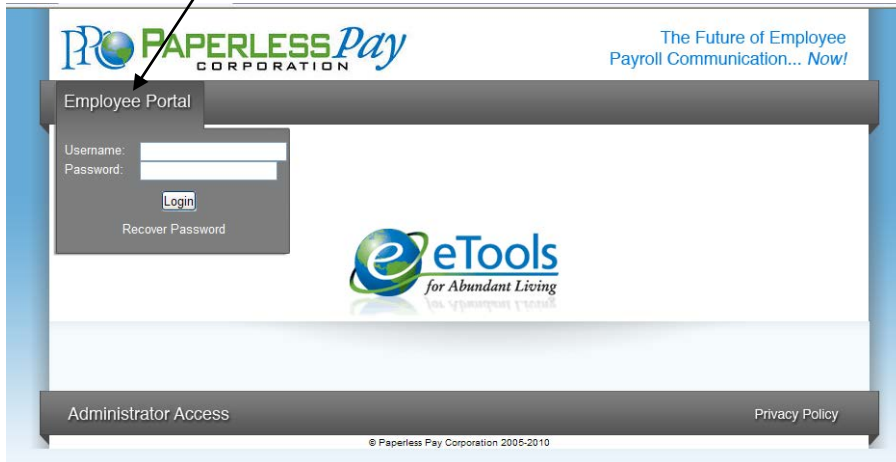
Please go to PaperlessPay website:

- You can also access the website from ANY computer that's connected to the internet by typing in the address bar www.my-estub.com

Step 2

Enter the “**Employee Portal**” by left clicking on Employee Portal as indicated by the arrow.

You will know when you're on the link because your curser will change into a hand icon 

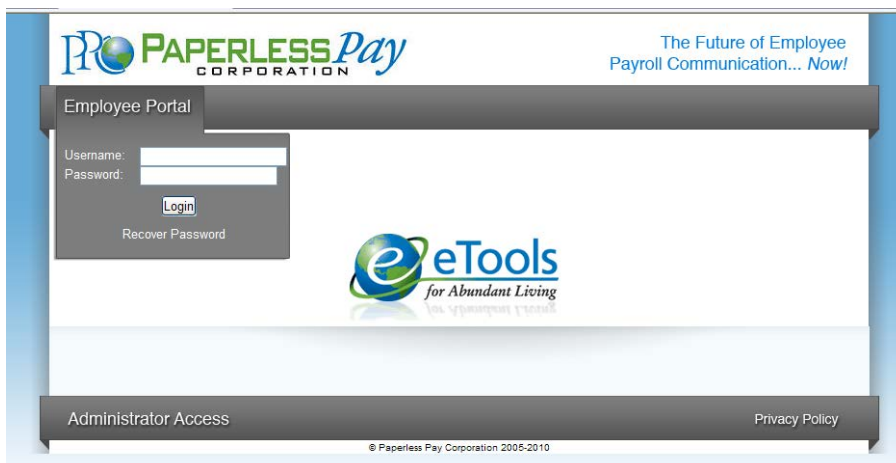
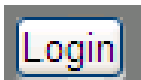


Step 3

User Name and Password

- Enter the User Name and Password (All capital letters and case sensitive)
 - Your user name (for example (LCHC01234MARI)
Will consist of LCHC+Employee Number+First Four of Your First Name
 - Your password will be LCHC001\$

- When your User Name and Password are entered click



**Please do not click the “Recover Password” link. You will not be successful. Please contact PaperlessPay Support Center at 1 800 489-1711 (Option 1) for more information.*

Step 4

Initial Setup – Change Password

After the first time Log-In, you will need to change the default password and complete several steps as part of the Initial Setup:

- Enter the “Default Password” (“LCHC001” as noted in Step 3) in the Current Password Field
- Enter and confirm your “New Password” in the appropriate fields
 - Your new password **MUST** be at least 6-20 characters AND contain:
 - 1 number
 - 1 special character (a ! or ? for example)
 - 1 capital letter

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page is titled 'Initial Setup' and contains instructions for changing the password. It lists five steps: 1) Enter current password, 2) Enter new password with rules, 3) Re-enter new password, 4) Enter email address, and 5) Select a security question. Below the instructions are 'Password Rules' and a 'Change Password' form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A 'Next' button is at the bottom right of the form area. The footer includes 'Privacy Policy' and '© Paperless Pay Corporation 2005-2010'.

Step 5

Security Questions

- Please select and answer 2 security questions. It's important that you remember these as they will help you retrieve your password if you forget it.
- You are **NOT** required to have an e-mail address to use this site. Although you must have one in order to utilize the online “Recover Password” feature.

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page is titled 'Initial Setup' and contains instructions for setting security questions. It states: 'You must enter your security questions to enable a password recovery.' Below the instructions is a 'Security Questions' form with four input fields: 'Security Question' (a dropdown menu), 'Security Answer', 'Second Security Question' (a dropdown menu), and 'Second Security Answer'. A 'Next' button is at the bottom right of the form area. The footer includes 'Privacy Policy' and '© Paperless Pay Corporation 2005-2010'.

Step 6 Delivery Options

- You have the choice of having a password-protected/encrypted PDF sent directly to an e-mail address you enter or receiving a notification that your pay stub is available to view online.
- After you have selected your email delivery options you will click on the **NEXT** button on the bottom right corner.

Initial Login ©Paperless Pay Corporation 2010 - Windows Internet Explorer

https://my-estub.com/InitialPage.aspx

PaperlessPay Corporation [US]

Google

Initial Login ©Paperless Pay Corporation 2010

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](#)

© Paperless Pay Corporation 2005-2010

Done

Internet | Protected Mode: Off

100%

Disregard the Online W2 User Option.

Step 7

Text Message Notification

The option of having key items from your paystub sent as a text message is available. To take advantage of this convenience, please enter your information on this page.

The screenshot shows a web browser window displaying the 'Initial Setup' page for the Paperless Pay Corporation Employee Portal. The page title is 'Initial Login ©Paperless Pay Corporation 2010'. The browser address bar shows 'https://my-estub.com/InitialPage.aspx'. The page features the Paperless Pay Corporation logo and the tagline 'The Future of Employee Payroll Communication... Now!'. The main heading is 'Employee Portal'. Below this, the 'Initial Setup' section explains that users can receive text messages of specific elements from their pay stub. It provides instructions on how to activate these notifications and select the items to be notified. A checkbox labeled 'Activate Text Message Notifications. ****Pick No More Than Six Options.****' is present. Under 'Text Alert Setup', there are two columns of checkboxes for selecting items: Pay Date, Current Net Amount, PTO Earned, Current Taxes, Current Benefits, ESL End Balance, Current Gross, Current TSA, PTO Balance, Current Deductions, and ESL Earned. The 'Cellular Phone Setup' section includes a dropdown for 'Select Cellular Provider' (currently set to 'SureWest'), 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. The footer of the page reads '© Paperless Pay Corporation 2005-2010'. The browser's status bar at the bottom shows 'Done' and 'Internet | Protected Mode: Off'.

Step 8

After you enter your information and delivery preferences as part of the Initial Setup (Steps 4-7), you'll see the screen verifying that your password has been successfully changed.

- Click the “Finish” button to complete the update.

YOU ARE NOW LOGGED IN AS A USER OF MY-ESTUB.COM!

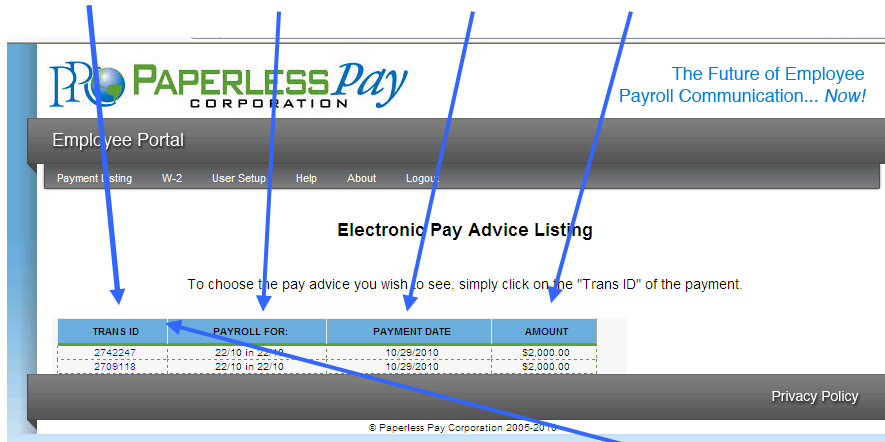
Step 9

Payment Listing Screen

Now you are at the "Payment List Screen." From here you can access your pay stubs.

On this screen you are able to view your:


Transaction ID Payroll For Payment Date Amount

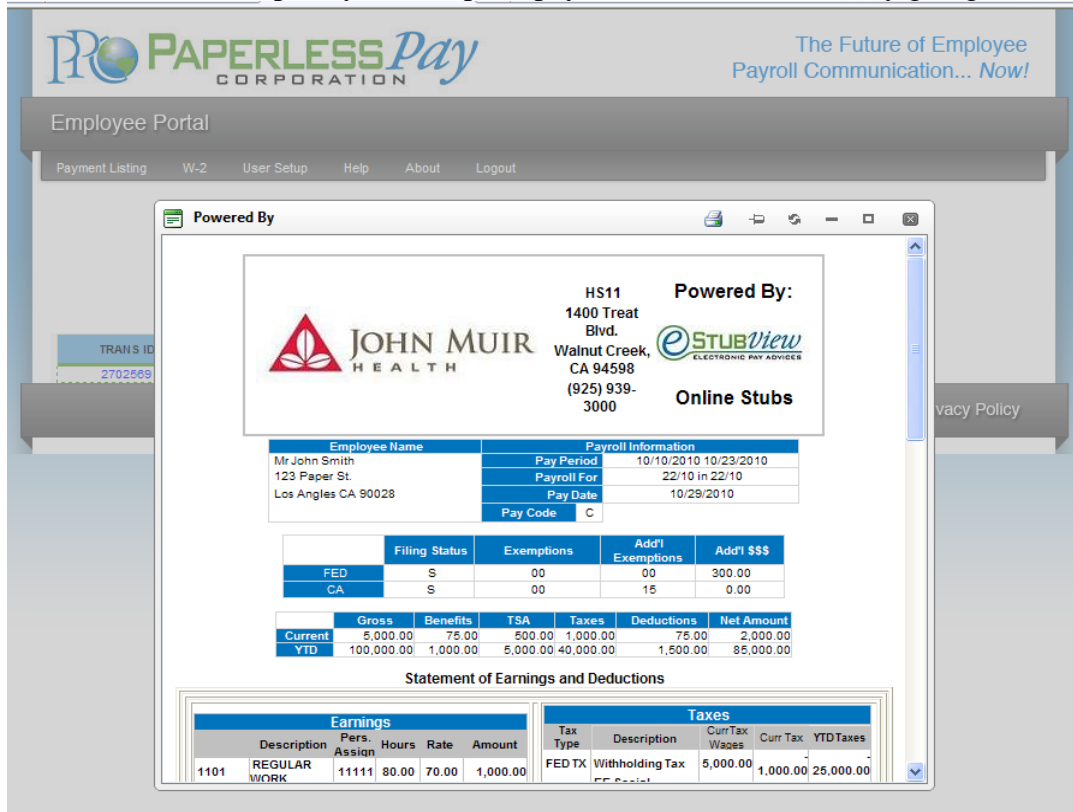


Step 10

To view your pay stub in its full form click on the "Trans ID".

- Your entire Paystub will be displayed as shown below:

You are now able to print your complete pay stub. You can do this by going to the  icon on your page.



*Note: If you have a pop up blocker on you may need to allow pop-ups from the www.my-estub.com website. For Internet Explorer 6 and greater this can be found in the Tools menu. Go to Pop-up Blocker Settings and enter www.my-estub.com to the "Address of website to allow" field. Remember to Log Out when you are done!