

To create a login and password you will need:

- Your Social Security Number
- Company Code
(ABCC on sample stub below)
- A payroll check date
(6/20/2010 on sample stub below)
- Take-home pay for above date
(572.38 on sample stub below)

Earnings Summary					CYP007 2/28/11 © 2009 PayrollPartners				
Company					Item ID	2335	Check ID	2765	
ABCC ABC Sample Company					Run ID	155	Location	Illinois	
123 First Street					Check #	1000002765	Department	Service Personnel	
Somecity, IN 45678					From	6/3/2010	Division	Default Division	
					To	6/3/2010	Job Title		
					Check Date	6/3/2010	Class		
Pay To					Tax Setup	Year	Filing Status	Exemptions	Extra W/H
Jessica Aguilera					FIT	2010	Married	3	0.00
34524 N 450 S.					IL SIT	2010	Married	3	0.00
Carlock, IL 45689					Time-Off Accrual				
								Used	Available
					Sick Hours Hourly			0.00	-12.00
					Vacation Hours Hourly			0.00	200.00
					Benefits				
								Current	YTD
					401KGTCH			17.29	17.29
					CTILLIN			14.00	14.00
					Totals:			31.29	31.29
					Notes				
					Thank you for taking pride in your work.				
Pay									
	Rate	Quantity	Current	YTD					
Hourly	15.78	40.00	631.20	631.20					
HlyOTL.5	24.17	2.50	60.41	60.41					
Totals:		42.50	691.61	691.61					
Taxes									
					Current	YTD			
FIT					0.00	0.00			
FICA SS					42.20	42.20			
FICA Med					9.87	9.87			
IL SIT					9.41	9.41			
Totals:					61.48	61.48			
Deductions									
					Current	YTD			
CTILLIN					12.00	12.00			
401KCont					20.75	20.75			
HealthIn					25.00	25.00			
Totals:					57.75	57.75			
Net Pay					572.38	572.38			

Open a web browser on the Internet and copy the link below.

<https://www.payrollpartners.net>

1. Click on view pay stub on right side of screen.
Click on **CreateLogin** in the bottom right corner.



2. Click **Continue** in the bottom right corner.

The screenshot shows the 'Create Login' interface. At the top, it says 'Create Login'. Below that, a message reads: 'You will be guided through the process of creating your Login.' A progress list follows:

Step 1:	Enter Your Employer ID
Step 2:	Answer Confidential Questions to Identify Yourself
Step 3:	Enter you Login Name, Password and email address
Step 4:	Create your Login

At the bottom, there are two buttons: 'CANCEL' on the left and 'CONTINUE' on the right. The 'CONTINUE' button is circled in red.

3. Under "Enter Employer ID Number" enter the Company Code. (ABCC on sample stub)

The screenshot shows the 'Create Login' interface at Step 1. The title is 'Create Login'. The step indicator says 'Step 1: Enter Employer ID Number'. There is a text input field labeled 'Employer ID:' with a yellow highlight. At the bottom, there are 'CANCEL' and 'CONTINUE' buttons.

4. Enter information exactly as it appears on pay stub.

The screenshot shows the 'Create Login' interface at Step 2. The title is 'Create Login'. The step indicator says 'Step 2: Enter Personal Information'. The form contains the following fields:

- Last Name: [text input]
- First Name: [text input]
- Name Suffix (Jr, Sr, etc.): [dropdown menu]
- Social Security Number: [text input] (000-00-0000)
- A previous Check Date: [text input] (mm/dd/yyyy)
- Take Home Pay Amount for the above Check Date: [text input]

At the bottom, there are 'BACK', 'CANCEL', and 'CONTINUE' buttons.

5. Choose a Login Name and Password.

Click "Continue" to complete setup.

The screenshot shows the 'Create Login' interface at Step 3. The title is 'Create Login'. The step indicator says 'Step 3: Enter Login Name and Password'. The form contains the following fields:

- Login Name: [text input]
- Password: [text input]
- Verify Password: [text input]
- Email Address: [text input]

At the bottom, there are 'BACK', 'CANCEL', and 'CONTINUE' buttons.

Login to www.payrollpartners.net

Enter Login information

Click on "View" next to the pay date.

