



# ONLINE PAYSTUBS with my-eStub.com™

Our Company has partnered with **PaperlessPay Corporation** to provide you with the opportunity to receive your *Paystubs* online with **my-eStub.com™**.

**TO SET UP YOUR ACCOUNT YOU WILL NEED** → Employee Number → Social Security Number

Access your Account by going to the Website <https://www.my-estub.com>



## STEP 1 → Employee Portal Login

Click on

Enter your Username:

**STILL + Employee Number + First 4 Letters of your First Name**

Enter your Password:

**Default Password** → **STILL001** (*Passwords are case sensitive*)



## STEP 2 → Create your own Secure Password

Your Password **MUST** have the following:

Between **8 – 20** Characters

At least **1 Capital Letter**

At least **1 Lowercase Letter**

At least **1 Number**

Must have **1 Special Character** !@#\$\$%^&\*()-=+.,/<>?



## STEP 3 → Choose your Security Questions

**Choose the Security Questions** from the drop down menu

Type your answer in the **Security Answer** box.



### STEP 4A → Choose your Email Delivery Options

Option 1 → NONE

Option 2 → Receive **Email** alerts when your Paystub is ready to view.  
*Your Paystub can be sent as a secure, password protected PDF file to your email.*

Choose **Email** → **Confirm Email Address** → Click **Submit**.

#### **An Email will be sent to the Address with a Confirmation Code.**

Confirm your **Email Address** by typing the Confirmation Code in the box.  
*HINT: Check your Spam/Junk folders for the confirmation*

Choose 2nd **Email** → **Confirm 2<sup>nd</sup> Email Address** → Click **Submit**  
*OR*  
Select **NO 2<sup>nd</sup> Email**.

Choose Option 1 → **Do not send my stub – Notify Me**

*OR* Choose Option 2 → **Send my stub as a PASSWORD protected PDF file**



### STEP 4B → Choose your W2 Delivery Options

Option 1 → **YES**

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

Choose **Yes** → Click **Review Consent Policies** → *Read* and Click **Consent**

→ Verify your **Social Security Number** (*using the numbers on the top of your keyboard*)

Option 2 → **NO**

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

Choose **No** → Click **Next**



### STEP 5 → Choose your Text Message Notifications

Choose **Activate Text Messages Notifications** → Pick up to **6 Options**

Select **Cellular Provider** → Enter your **Cellular Number**

Click **Finish!**



## → View your *PayStubs*



Choose **Payment Listing**

Click on the **BLUE Trans ID** number next to the **Payment Date** to view your *PayStub*

TRANS ID	PAYMENT DATE
84072074	: 3/31/2015