



FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
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## Online Paystub and W2 Initial Log-In


### Step 1

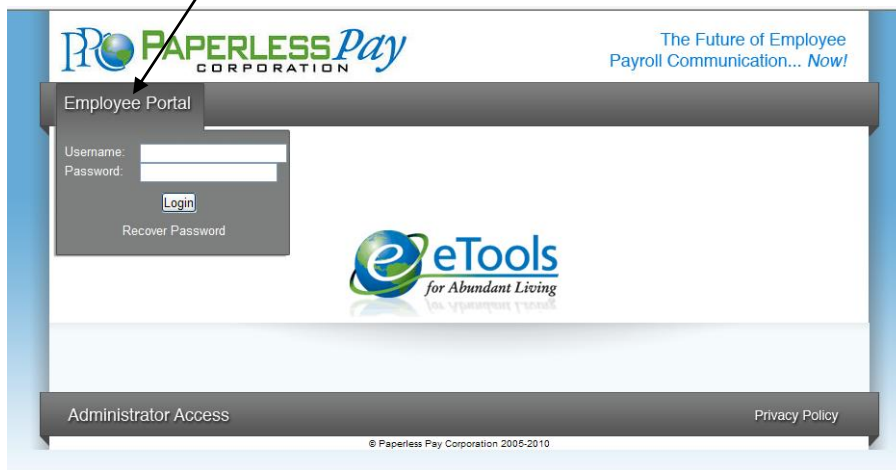
Please go to PaperlessPay website:

- You can access the website from ANY computer that's connected to the internet by typing in the address bar [www.my-estub.com](http://www.my-estub.com)

### Step 2

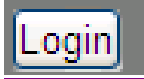
Enter the “**Employee Portal**” by left clicking on Employee Portal as indicated by the arrow.

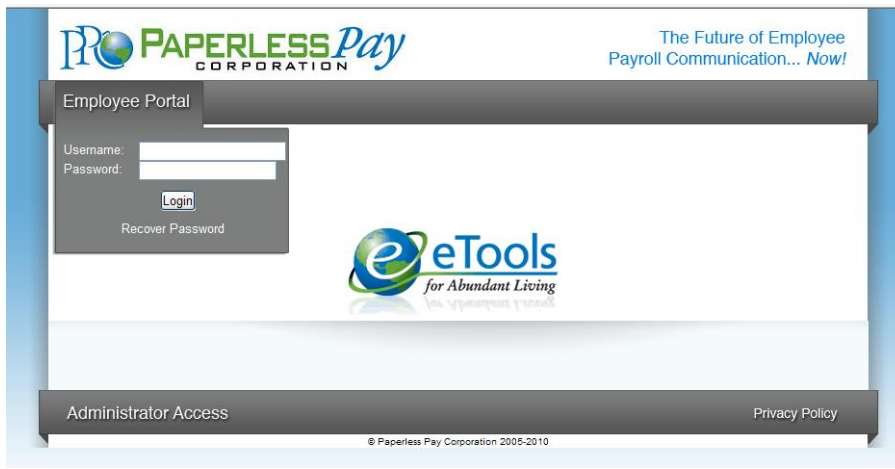
You will know when you're on the link because your cursor will change into a hand icon 



### Step 3

#### User Name and Password

- Enter the User Name and Password ([Case sensitive](#))
  - Your user name will consist of YMCA, your employee number and the 1<sup>st</sup> 4 letters of your 1<sup>st</sup> name, ALL UPPER CASE. If your name is only 3 letters the user name will be 3 letters.
  - For example, Thomas Smith's user name would be YMCA12345THOM
  - Your password will be YMCA001. You will need to change your password the 1<sup>st</sup> time you log on.
- When your User Name and Password are entered click 



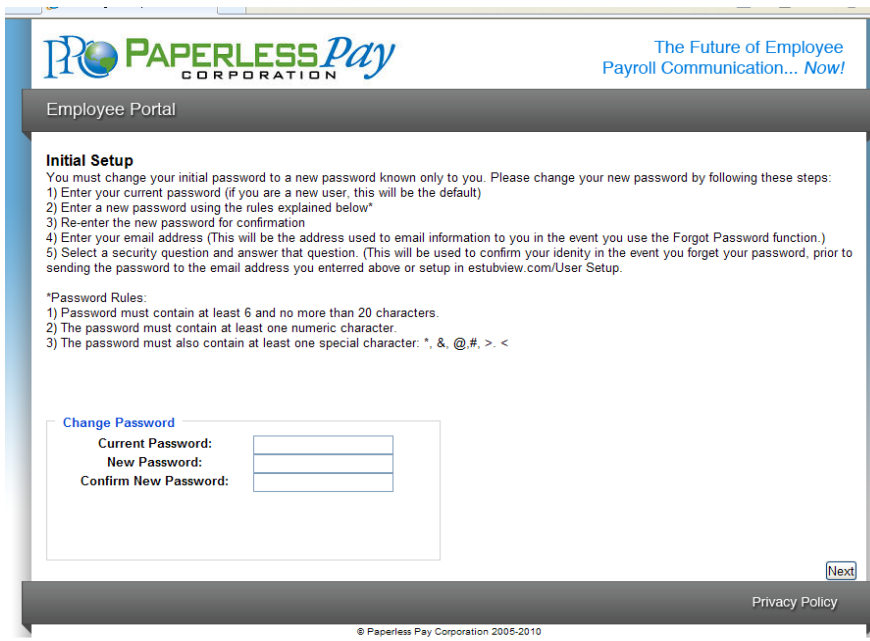
*\*Please do not click the “Recover Password” link. You will not be successful. Please contact PaperlessPay Support Center at 1 800 489-1711 (Option 1) for more information.*

## **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:

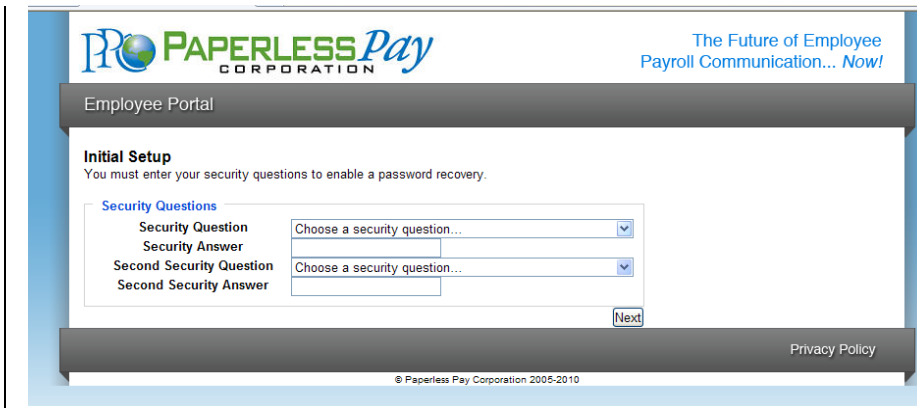
- Enter the “Default Password” (as noted in Step 3) in the Current Password Field
- Enter and confirm your “New Password” in the appropriate fields
  - Your new password MUST be at least 6-20 characters AND contain:
    - 1 number
    - 1 special character (a ! or ? for example)
    - 1 capital letter



## **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 instructs the user to enter security questions for password recovery. The 'Security Questions' section contains two rows of input fields. Each row has a dropdown menu for the question and a text box for the answer. A 'Next' button is located at the bottom right of the form. The footer includes a 'Privacy Policy' link and the copyright notice '© Paperless Pay Corporation 2005-2010'.

Security Questions	
Security Question	Choose a security question...
Security Answer	<input type="text"/>
Second Security Question	Choose a security question...
Second Security Answer	<input type="text"/>

## **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.
- The W2 default is set to yes, which will enable your W2s to be delivered electronically.

Initial Login ©Paperless Pay Corporation 2010 - Windows Internet Explorer  
https://my-estub.com/InitialPage.aspx PaperlessPay Corporation [US] Google

Google Search Share Check AutoFill Sign In

Favorites Suggested Sites Web Slice Gallery

Initial Login ©Paperless Pay Corporation 2010 Page Safety Tools



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](#)

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Done Internet | Protected Mode: Off 100%

## 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 Login' page for Paperless Pay Corporation. The page title is 'Employee Portal' and the main heading is 'Initial Setup'. The page content includes:

- Initial Setup:** A section explaining that users can receive text messages of specific elements from their pay stub. It instructs users to click 'Activate' to receive messages, select their preferred items, choose a cellular provider, and enter their cell phone number. A 'Send Test Text Message' button is visible.
- Text Alert Setup:** A section with two columns of checkboxes for selecting items to receive text messages for:
  - Pay Date
  - Current Net Amount
  - PTO Earned
  - Current Taxes
  - Current Benefits
  - ESL End Balance
  - Current Gross
  - Current TSA
  - PTO Balance
  - Current Deductions
  - ESL Earned
- Cellular Phone Setup:** A section with a dropdown menu for 'Select Cellular Provider' (currently set to 'SureWest'), a text input field for 'Enter Cellular Number', and a 'Send Test Text Message' button.

At the bottom right of the form area, there is a blue 'Finish' button. The footer of the page reads '© Paperless Pay Corporation 2005-2010'.

## 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.

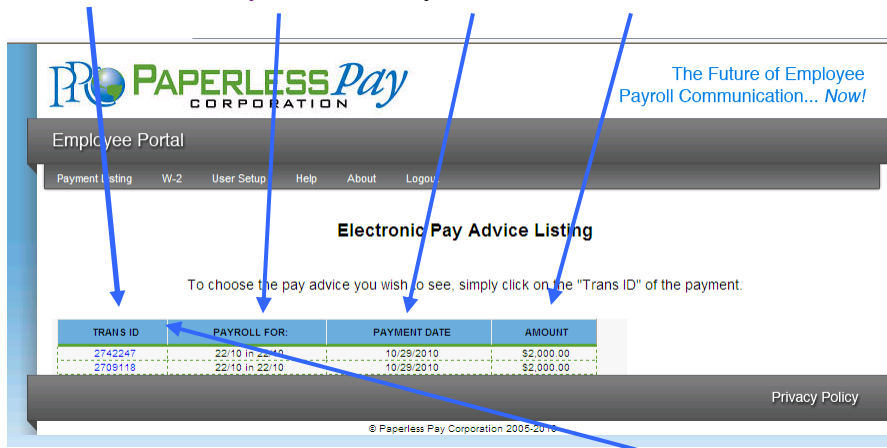
**YOU ARE NOW LOGGED IN AS A USER OF MY-ESTUB.COM!**

**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

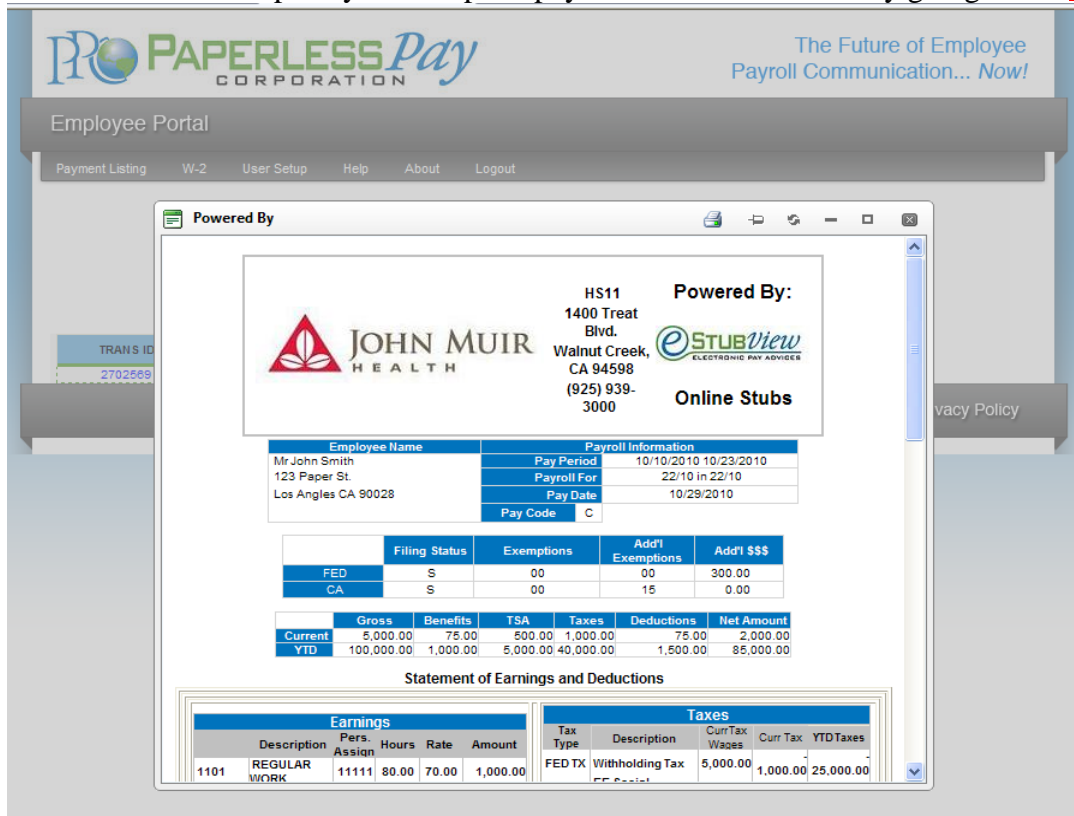


**Step 10**

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](http://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](http://www.my-estub.com) to the “Address of website to allow” field. Remember to Log Out when you are done!*