# 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
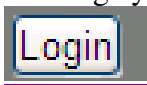
Step 2
Enter the "Employee Portal" by left clicking on Employee Portal as indicated by the arrow.
You will know when you're on the link because your curser will change into a hand icon

Step 3
User Name and Password
- Enter the User Name and Password (Case sensitive)
  - Your user name will consist of YMCA, your employee number and the 1st 4 letters of your 1st 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 1st time you log on.

- When your User Name and Password are entered click **Login**

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
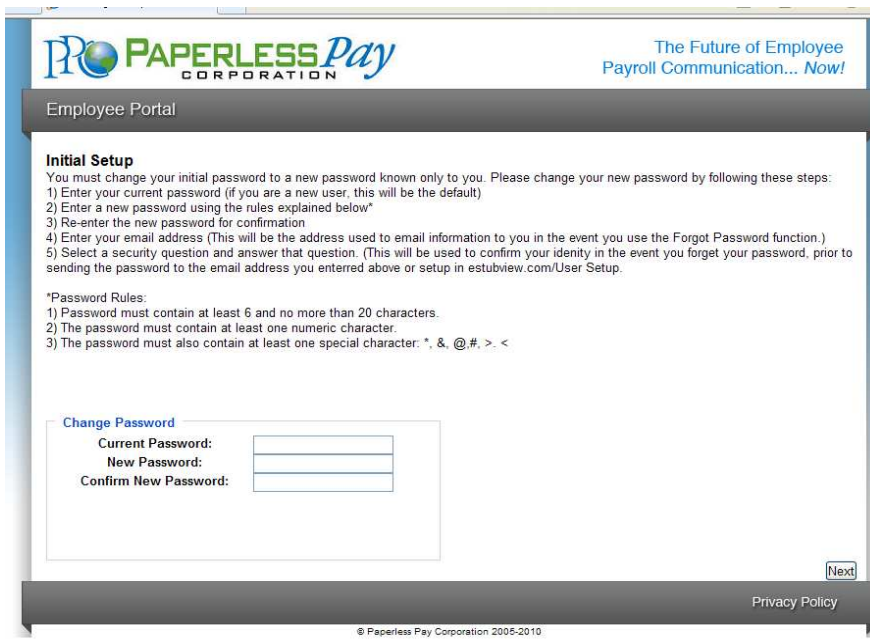
Step 5
Security Questions
- Please select and answer 2 security questions. It's important that you remember these as they will help you retrieve your password if you forget it.
- You are NOT required to have an e-mail address to use this site. Although you must have one in order to utilize the online "Recover Password" feature.

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.

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

Employee Portal

The Future of Employee Payroll Communication... *Now!*

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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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.

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.
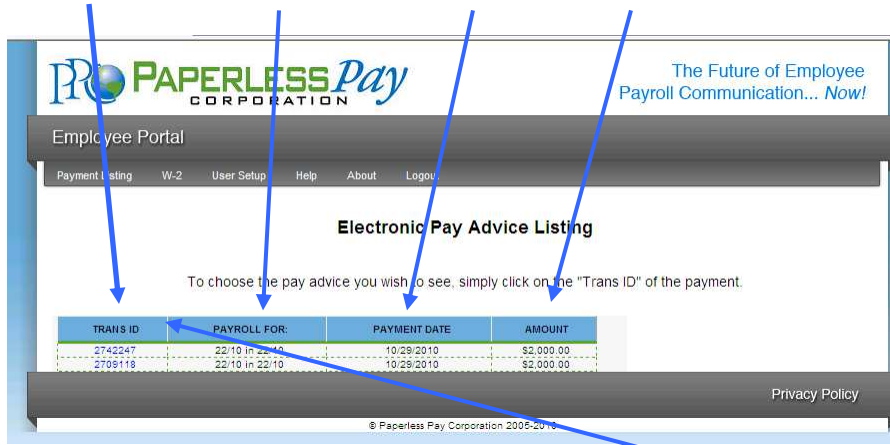- Click the "Finish" button to complete the update.

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:

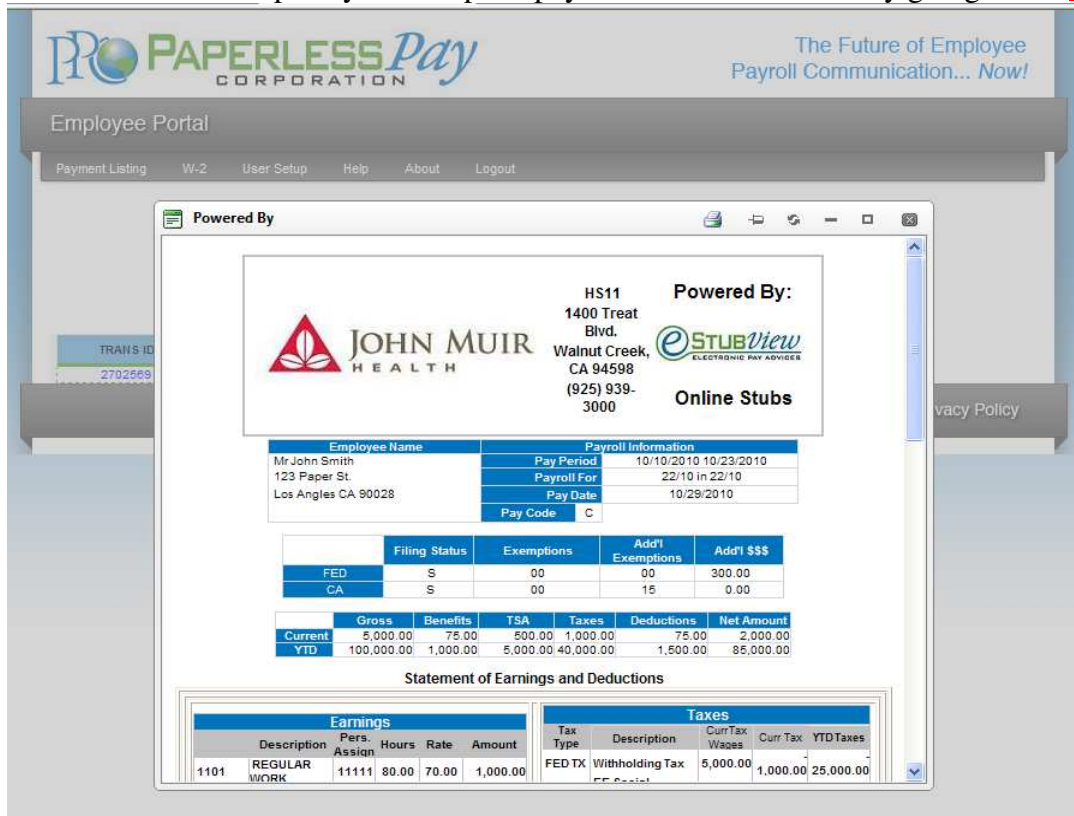Transaction ID Payroll For   Payment Date   Amount

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!