

## How to Find your Employee ID

If you receive a paper check, find your Employee ID here (circled in red):

WARNING: ORIGINAL DOCUMENT HAS A WATERMARK ON REVERSE SIDE.

**TURNER INDUSTRIES GROUP**  
WAGE PAYROLL ACCOUNT  
Turner Industries Group, L.L.C.

JP Morgan Chase  
Baton Rouge, Louisiana

CHECK NO. 1234567

DATE	AMOUNT
08/30/13	*****\$160.00

VOID IF NOT CASHED IN 6 MONTHS

TURNER INDUSTRIES

BY *Stephen Font*  
AUTHORIZED SIGNATURE

TO THE ORDER OF: John Doe  
123 North Street  
Baton Rouge LA 70808

PAY  
One hundred sixty and 00/100 Dollars

111233

If you view paystubs on the [www.my-estub.com](http://www.my-estub.com) website, find your Employee ID here (circled in red).

Employee Number		Employee Name			
10102		CATHERINE HAHN			
	Rate/Salary	Department	PTO Hours	Sick	
07/01/11	29,100.2	9920			
Earnings	Hours	Current	Year To Date	Deductions	
SCHEDULED PTO	348.00	11,292.60	11,292.60	FICA-OASDI	
SICK BANK	115.26	4,168.07	16,168.83	FEDERAL M-00	
TERMINAL PTO	.00	.00	10,126.87	FICA-HI	
TOTAL PAY	463.26	15,460.67	37,588.30	STATE OH S-00	
				ELYRIA OH	
				PHARMACY	

If you need further instructions on how to sign up to use [www.my-estub.com](http://www.my-estub.com), please go to page 2 of this document.

## Online Paystub and W2 Initial Log-In

### Step 1

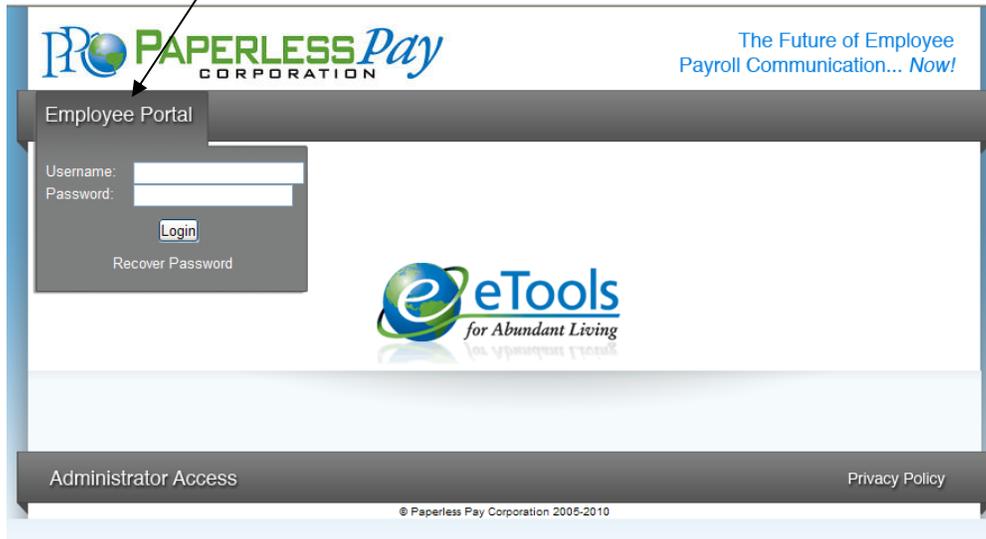
Please go to PaperlessPay website:

- 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](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 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 " TIG"+ Employee Number + First Four of First Name
  - Ex: John Smith with an Employee Number of 1234567 would be TIG1234567JOHN
  - Your password will be TIG001.
- When your User Name and Password are entered click 



*\*Please do not click the "Recover Password" link. You will not be successful. Please contact your payroll/HR department 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

The screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'Initial Setup' and the subtitle is 'You must change your initial password to a new password known only to you. Please change your new password by following these steps:'. The instructions are:

- 1) Enter your current password (if you are a new user, this will be the default)
- 2) Enter a new password using the rules explained below\*
- 3) Re-enter the new password for confirmation
- 4) Enter your email address (This will be the address used to email information to you in the event you use the Forgot Password function.)
- 5) Select a security question and answer that question. (This will be used to confirm your identity in the event you forget your password, prior to sending the password to the email address you entered above or setup in estubview.com/User Setup.

\*Password Rules:

- 1) Password must contain at least 6 and no more than 20 characters.
- 2) The password must contain at least one numeric character.
- 3) The password must also contain at least one special character: \*, &, @, #, >, <

The 'Change Password' section contains three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'Next' button is located at the bottom right of the form area. The footer includes '© Paperless Pay Corporation 2005-2010' and a 'Privacy Policy' link.

## 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 title is 'Initial Setup' and the subtitle is 'You must enter your security questions to enable a password recovery.'. The instructions are:

**Security Questions**

Security Question: Choose a security question... (dropdown menu)

Security Answer: [input field]

Second Security Question: Choose a security question... (dropdown menu)

Second Security Answer: [input field]

A 'Next' button is located at the bottom right of the form area. The footer includes '© Paperless Pay Corporation 2005-2010' and a 'Privacy Policy' link.

## 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 screenshot shows the 'Employee Portal' for Paperless Pay Corporation. The page title is 'Initial Setup'. Under 'Email Delivery Options', there are two radio buttons: 'None' and 'Email'. The 'Email' option is selected. Below this, there are two text input fields labeled 'Primary' and 'Secondary'. Below the input fields, there are two radio buttons: 'Do not send my stub, notify me when it's available. (Default)' and 'Send my stub as a password protected PDF file.' The 'Default' option is selected. A note below the second radio button states: '(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.)'

## 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 the 'eStubView Delivery Options' page. At the top, there are two radio buttons: 'None' and 'Email'. The 'None' option is selected. Below this, there are two text input fields labeled 'Primary' and 'Secondary'. Below the input fields, there are two radio buttons: 'Do not send my stub, notify me when it's available. (Default)' and 'Send my stub as a password protected PDF file.' The 'Default' option is selected. Below this, there is a checkbox labeled 'Activate Text Message Notifications. \*\*\*\*Pick No More Than Six Options.\*\*\*\*'. Below this, there is a 'Text Alert Setup' section with two columns of checkboxes. The first column contains: 'Period Ending', 'Net Pay', 'Sick Used', 'PTO Avl. Balance', 'Direct Deposit Account 1', and 'Direct Deposit Account 3'. The second column contains: 'Gross Pay', 'Total Hours', 'Vacation Used', 'Sick Avl. Balance', 'Direct Deposit Account 2', and 'Direct Deposit Account 4'. Below this, there is a 'Cellular Phone Setup' section with a dropdown menu for 'Select Cellular Provider:' (set to 'Alltel') and a text input field for 'Enter Cellular Number:'. To the right of the input field is a 'Send Test Text Message' button. At the bottom of the page, there is a 'Save Changes' button. The footer contains 'Administrator Access', 'Privacy Policy', and '© 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!**

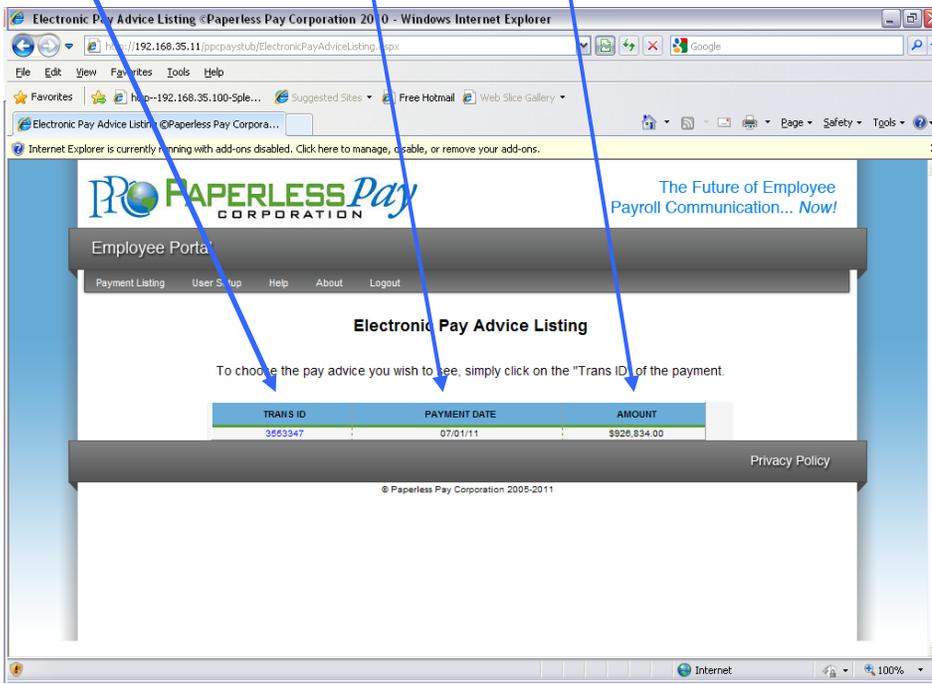
## **Step 9**

### **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      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.

Electronic Pay Advice Listing ©Paperless Pay Corporation 2010 - Windows Internet Explorer

http://192.168.35.11/ppcpaystub/ElectronicPayAdviceListing.aspx

Electronic Pay Advice Listing ©Paperless Pay Corpora...

Internet Explorer is currently running with add-ons disabled. Click here to manage, disable, or remove your add-ons.

CATHERINE HAHN

EMH Elyria

Employee Number	Employee Name				Period Beginning
10102	CATHERINE HAHN				08/12/11
Date Paid	Rate/Salary	Department	PTO Hours	Sick Bank	Period Ending
07/01/11	29.1002	9820			08/25/11

Earnings	Hours	Current	Year To Date	Deductions	Current	Year To Date
SCHEDULED PTO	348.00	11,292.60	11,292.60	FICA-OASDI	648.93	1,578.71
SICK BANK	115.26	4,158.07	16,168.83	FEDERAL M-00	4,142.60	7,704.93
TERMINAL PTO	.00	.00	10,126.87	FICA-HI	224.03	545.03
TOTAL PAY	463.26	15,450.67	37,588.30	STATE OH S-00	896.38	1,620.20
				ELYRIA OH	270.39	657.83
				PHARMACY	.00	20.61

\*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!**