Online Paystub 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

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 your User Name and Password (Case sensitive) (This information was emailed to your SUNY Oswego email account)

- When your User Name and Password are entered select
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” (emailed to you) in the Current Password Field
- Enter and confirm your “New Password” in the appropriate fields
  - Your new password MUST be at least 8-20 characters AND contain:
    - 1 number
    - 1 special character (Examples: @, ., =, !, ?)
    - 1 capital letter
    - 1 lower case 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.

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:

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Payment Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3402271</td>
<td>05/02/11</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>
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:

   (**If clicking on TransID yields no results, please see Compatibility View Instructions on the next page.)

You are now able to print your complete pay stub. You can do this by going to the icon on your page.

![Pay Stub Image]

*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 to the “Address of website to allow” field.

For Internet Explorer 9 please see below:

Remember to Log Out when you are done!
Compatibility View for Internet Explorer 9

There are some occurrences where clicking on the TransID for your paystub will not bring up the paystub. This occurs because of a compatibility issue with Internet Explorer Version 9. This is easily fixed using the instructions listed below.

- Open up your browser and type the internet address into the field: www.my-estub.com

- At the top of the screen you will see File, Edit, View, Favorites, Tools, and Help. You will click on the Tools option
• You will then choose **Compatibility View Settings**:

A box labeled **Compatibility Viewing Settings** will automatically appear on your screen in the upper left hand corner.
The option for my-estub will already be highlighted. You will simply click the **Add** Button which will then add my-estub to the box below:
• The last step is to click the **Close** button at the bottom. This will automatically refresh your screen.
When your screen refreshes it will automatically display www.my-estub.com and you will now be able to access the employee portal.