

YOUR NEW ACCOUNT

You buy online.... you bank online... and now you have online access to personnel information, check stubs, W2s and more. This is instant access to information you need, when you need it!

1. Go to www.paychoice.com and select "Full Service Payroll".
2. Select payroll from the logon menu and click the "First Time Employee Login" link.
3. Enter your first time user name which is your last name & the last four digits of your S.S.# . (For example: "smith1234")
4. In the access code field enter the following :
5. Follow the instructions to establish your account. When you are complete, you will be logged out and can then log in using your new user name and password.

As a valued employee, here are just a few features of this added benefit.

- View/print online pay stubs and W-2s.
- View benefits options; including per pay and year to date amounts.
- View time off; including YTD taken and available balance for easy vacation planning.
- View and manage demographic information; like emergency contacts and job history.
- Manage education, skills and training histories.
- Access to pertinent company documents and reports.
- View and print the company's handbook.
- View important company messages.
- Links to websites such as those for company