

Employee Payroll Self-Serve Login Instructions

To get started go to the following website: <https://ess.cyberpayonline.com/IPS>

Once you are on that website, click on **New User**.

The screenshot shows the 'New User' registration form. At the top, there are two tabs: 'Login' (grey) and 'New User' (green). Below the tabs is the heading 'Employee Self Enrollment Lookup'. The form contains several input fields: 'Company Code', 'First Name', 'Last Name', 'SSN (Last 4 Digits)', and 'Birthdate (mm/dd/yyyy)' with a calendar icon. A blue 'Submit' button is at the bottom right. Two callout boxes are present: one on the left pointing to the 'Company Code' field with the text 'Ask your payroll admin for your company code: ####', and one on the right pointing to the 'First Name' and 'Last Name' fields with the text 'Enter Name exactly as it appeared on prior paycheck stub.'

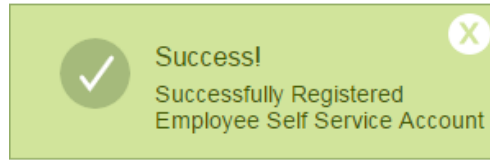
Enter the requested information and click the **Submit** button

Note: The Company Code can also be found on previous paycheck stubs. It is a 4 character code that precedes the employer name on the stub. If you can't find this code, check with your employer. Enter First and Last Name exactly as it appeared on your prior paycheck stub.

Next, enter your personal email address. Create a login name and password. Then, click the **Submit** button.

This screenshot shows the 'New User' registration form with the 'New User' tab selected. The form fields are: 'Email', 'Login Name', 'Password', and 'Password again'. A blue 'Submit' button is located at the bottom right.

If successful, you should see the following message:



You may now login with the User Name and Password that you just created.

A login form with a green header containing "Login" and a grey header containing "New User". Below the headers, there is a grey box with the text: "If you have previously created a profile, you may log in by using your existing login name and password." Below this are two input fields: "Username" with a person icon and "Password" with a key icon. At the bottom left is a link "Forgot your password?" and at the bottom right is a blue "Login" button.

Once you are logged in, you can view available pay stubs and W2s (when applicable).

A user profile page with a green header. Below the header are three navigation tabs: "Pay Stubs", "W2's", and "Dependents". The "Pay Stubs" tab is active. Below the tabs is the "My Information" section for James Johnson, with address "48 Nascar Avenue, Pittsburgh, PA, 15273" and email "deana1777@yahoo.com". Below that is the "Emergency Contact" section with an "Add Emergency Contact" button. A table with columns "Action", "Emergency Contact", "Email Address", "Phone", "Mobile Phone", "Relationship", and "Priority" is shown, containing no data and displaying "No items to display".

Click on the "Pay Stubs link and then on any "Earnings Statement" to see its detail. Most recent statements will appear first. Your pay stub will not show here until the pay date.

Please be sure to click the "Logout" button by clicking the drop down arrow on the far right beside your name when you are finished viewing your online profile.

A user profile page with a green header showing "James Johnson" with a dropdown arrow. Below the header are three navigation tabs: "Pay Stubs", "W2's", and "Dependents". The "Pay Stubs" tab is active. Below the tabs is the "My Information" section for James Johnson, with address "48 Nascar Avenue, Pittsburgh, PA, 15273". On the right side, a dark blue dropdown menu is open, showing three options: "Edit Profile", "Change Password", and "Logout".