**Easy** Setup

STEP 1: Employee Portal Login

You can access your account from any Internet connected computer by typing the website

**https://www.my-estub.com** into the address bar.

* Click on **Employee Portal**.
* Enter your **UserID**: **GSPC + Employee Number + First 4 Letters of your First Name**
  + - * + Example: GSPC123456John
* Enter your **Default Password**: **SPC001 (Passwords are case sensitive)**

STEP 2: Create your own Secure Password

To format your new password, use following guidelines:

* Between **8 – 20** Characters
* At least **1 Capital Letter**
* At least **1 Lowercase Letter**
* At least **1 Number**
* Must have **1 Special Character**: !@#$%^&\*()-=+,./<>?
* *Your New Password is Case Sensitive to assist in keeping your information secure*.

STEP 3: Choose your Security Questions

* Click on the **Choose a question** drop down menu to choose from the list of questions.
* Once you select your question, type your answer in the **Security Answer** box below.
* Repeat the same for the **Second Security Question** and click **Next**.

STEP 4A: Choose your Email Delivery Options

You have the option to receive email alerts notifying you when your pay stub is ready to view.

We can also send your stub as a secure, password protected PDF file to your email.

* Choose **Email**.
* Enter your email address.
* **Confirm Email Address**.
* Click **Submit**.
* **An email has been sent to the address with a confirmation code**.
* Confirm your email address by copying the code and pasting in the **Confirmation Code** box.
* ***HINT: Check your Spam or Junk folders for the confirmation email.* XY67DF@@^%&**
* Click **Ok**.
  + Enter another email address in **Secondary Email Address** and **Confirm Email Address**.
  + –***or***– Select **No 2nd Email**.
  + Click **Finish**.
* Choose one of the following options:
  + ***Do not send my stub, notify me when it’s available*** or,
  + ***Send my stub as a password protected PDF file***.
  + Click**Next**.

STEP 4B: Choose your W2 Delivery Options

You have the option to receive your W2 online.

* If you’d like to receive your W2 online to view and print at your leisure:
* Choose **Yes**.
* Click **Review Consent Policies**.
* Read and scroll down to the bottom of the page.
* Click **Consent**.
* Verify your Social Security Number using the numbers across the top of your keyboard.
* ***HINT: Use your tab key to move through the fields.***
* If you do not wish to receive your W2 online and would like it printed and mailed to you:
* Choose **No**.
* Click **Next** to move on.

STEP 5: Choose your Text Message Notifications

If you’d like to receive your pay information directly to your cell phone:

* Choose **Activate Text Message Notifications**.
* Pick up to **6** Options.
* Select your **Cellular Provider**.
* Enter your **Cellular Number**.
* Click **Finish**!

STEP 6: View your Pay Stubs

* Your **Electronic Pay Advice Listing** is a menu of all your available pay stubs.
* Each pay stub is listed on your account for 36 months or as long as your company partners with us.
* To select a stub to view, click on the blue **Trans ID** number next to the **Payment Date**.





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