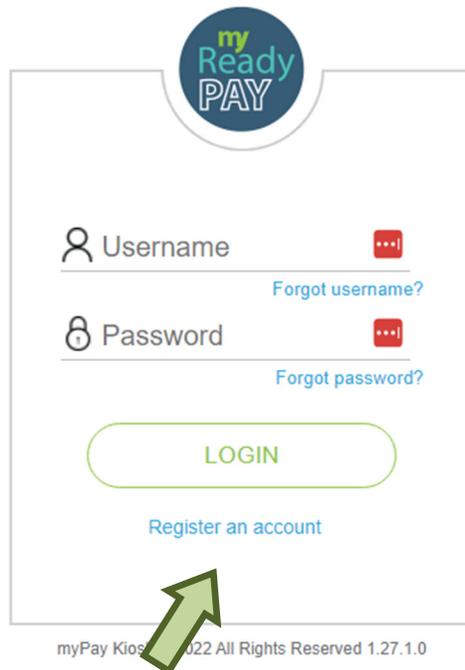


Instructions for Registration on the Employee Kiosk

1. You will receive an e-mail inviting you to register in the employee kiosk. If you do not receive an email invitation, please be sure to check your spam folders. Please click on the link in the email.
2. You will be directed to the login page for the ESS Kiosk. Please click the button to Register an Account.



3. Next, please fill out the information on the registration screen. **Please note that your information must match what your employer has on file for you.** Click on the registration button at the bottom when finished.

[Continued on next page]



CREATE MYPAY KIOSK USER ACCOUNT

Company Number

Last/Business Name

Last 4 Digits of SSN

Zip Code

Email

Username

Password Requirements
 Password must be at least 6 characters long, and contain at least one special character (ex: !@#\$%) or one digit (0-9).

Password

Confirm Password

4.

REGISTER

[Return to Login Page](#)

The Company Number is provided in the email you received as the "company id":
 Test AAAA, This email is to formally invite you to myPay Kiosk.
 If you have already registered for the site via self registration please ignore this email.
 To signup, you must first create an account.

- Launch a web browser and navigate to myPay Kiosk via copying the following URL and pasting into the address bar <https://www.pay-netonline.com/Kiosk/>.
- Click on the Register button to be brought to the Self Registration process.
- You will be asked for a company id, you will need to enter the following 9000.

Thank you for using myPay Kiosk.

Type YOUR Last Name, which must match what your employer has on file.

The last four of your SSN

Type your HOME zip code, which must match what your employer has on file.

You will need to use the same email that your invitation was sent to.

Create a username and password that you will remember.
 Password requirements are:

- At least 6 characters long
- Contains at least one digit (0-9) or one special character (ex.: !@#\$%)

After registering, you will receive an e-mail from noreply@pay-netonline.com. If you do not see it in your inbox, please check your spam folders. **Please click on the link in the e-mail to activate your account.**

Instructions to receive electronic paystubs in the ESS Kiosk instead of printed paystubs

1. Once you log into the Kiosk, please follow the instructions below to enroll in the electronic paystub option:
 - a. Select Pay History
 - b. Select Statements/Notifications
 - c. Select **Enroll** under Electronic Direct Deposit Vouchers
 - d. Select **Subscribe** to receive email notifications when your paystub is ready to view.

[Continued on next page]

⚠ Please configure your two-factor authentication.

Your account has two-factor authentication available. This feature provides an additional layer of security to minimize unauthorized access to your financial and personally identifiable information, such as your SSN. Click the 'Account Security' link below to configure or decline the use of this feature.

 [Account Security](#)

⚠ Please configure your electronic signature.

Configuring your electronic signature makes signing company and onboarding documents a snap! Click the 'Configure E-Sign' link below to save your signature.

 [Configure E-Sign](#)

ELECTRONIC PAYROLL STATEMENT ENROLLMENT

Important Disclosures

Please ensure you read and understand these disclosures prior to opting in for electronic paystubs.

What is a Direct Deposit Voucher/Statement? Each pay period you are paid, you receive a document outlining the wages and benefits paid. This document is either a paycheck or a voucher. If any of your net pay is paid via check, then it is considered a check, otherwise it is a voucher.

Physical Check You will always receive a physical check anytime your paycheck is not 100% Direct Deposit.

Hardware and Software Requirements In order to access and print your pay stubs you will need a computer with a connected printer and with access to the internet. You will also need the Adobe Acrobat Reader software (v 5.0 or higher).

Restrictions / Limitations The only requirement for you to be eligible is that 100% of your paycheck must be direct deposited into one or more of your bank accounts. If you do enroll and your paycheck is not allocated 100% to direct deposit, you will continue to receive a physical check.

Additional Information If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked below. Any modifications to your election status will take place on the 10/31/2023 check date.

Instructions Use the button below to update your election status for electronic voucher's as well as receiving email notifications when your statement is available.

Electronic Direct Deposit Vouchers

Authorize to receive pay stub electronically.

NOT Enrolled

[Enroll](#)



Notifications

Receive email when new pay stub is available.

Unsubscribed

[Subscribe](#)

[View My Pay Stubs](#)

