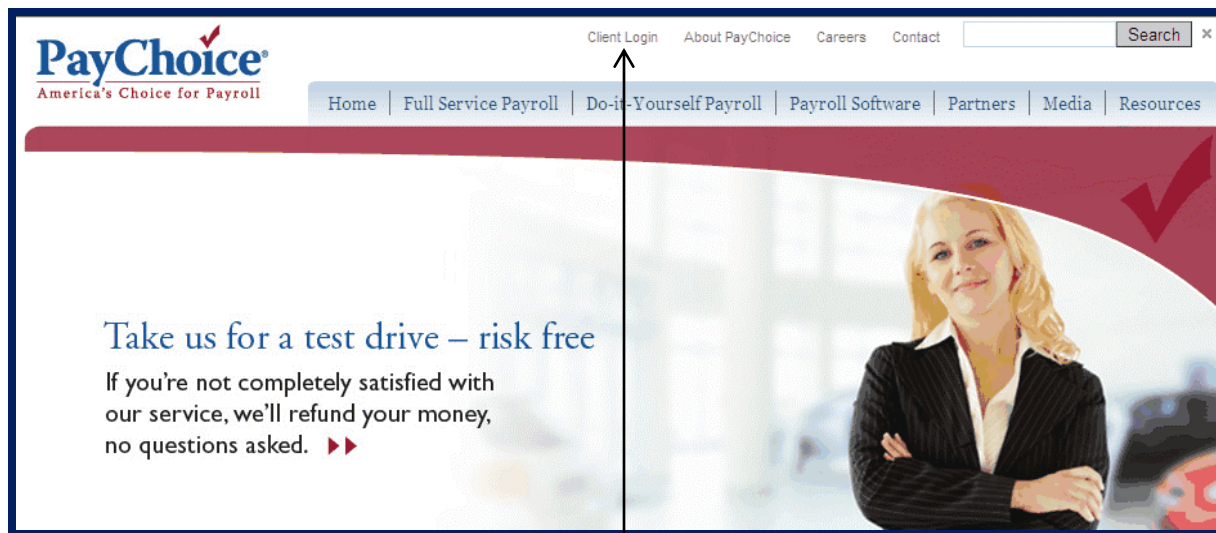# Employee Self Service

B ANTONIO'S PIZZA, LLC.

Employee Self Service

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

- View Check Stubs

- Print Check Stubs

- View W2s

- Print W2s

First Time Employee Login

✓ Go to www.paychoice.com

✓ Click on Client Login

Client Login

First Time Employee Login

✓ Click on Payroll under the Client and Employee Logins section.

Create Account

✓ A login and password must be established prior to viewing and printing check stubs.

✓ Click here to create your account.

Click here to create your account.

Sign in to Online Employer

Login:

Where do I enter my password?

Sign In

I forgot my password

New to Employee Self Service?
Click here to create your account

TimeVantage Users
Click here to create your account

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America's Choice for Payroll

First Time User Name

✓ Enter Last Name and last 4-digits of Social Security number.

First Time User Name ⟶

First Time Employee Login

First Time User Name — Smith1370

Access Code —

Submit

PayChoice®
America's Choice for Payroll

Access Code

✓ Enter 7231BAP1 for the Access Code
✓ Click on Submit.

First Time Employee Login

First Time User Name	Smith1370
Access Code	XXXXXXXX

Enter Access Code →

Submit

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Login

- ✓ Create a Login with at least 6 numeric and/or alpha characters.

| Login | → | Login | Smith1370 |

Password

Confirm Password

Email Address

[Save Changes] [Reset]

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Password

✓ Create a password with at least 8 characters.

✓ Must contain 1 uppercase, 1 lowercase, 1 number and 1 symbol other than the ".", "()", or "@").

✓ Confirm password

Login	Smith1370	
Password → Password	••••••••	Password Complexity:Excellent
Confirm Password → Confirm Password		
Email Address		

Save Changes   Reset

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Email

✓ Enter Email Address

✓ Click Save Changes

Login	Smith1370
Password	••••••••
Confirm Password	••••••••

Email Address → Email Address   joe.smith@hotmail.com

[Save Changes]   [Reset]

Activate Account

✓ Enter your Login

✓ Click Sign

Enter login created →

Sign in to Online Employer

**User Profile has been Created.
Please Login**

Login:
Smith1370

Where do I enter my password?

Sign In

I forgot my password

New to Employee Self Service?
Click here to create your account

TimeVantage Users
Click here to create your account

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Activate Account

✓ Enter your Password

✓ Click Sign In

Enter your Online Employer Password

Login: Smith1370

Password: ●●●●●●●●● Forgot Password?

Sign In

Enter Password
Created

Sign In
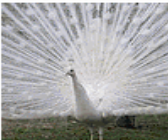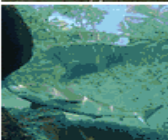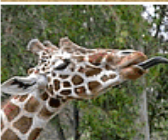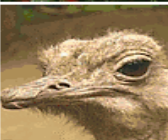
Personal Image

✓ Select an Online Employer Personal Image in Step 1.

Phrase

- ✓ Enter a phrase

- ✓ Click Next.

Online Employer Phrase →

Please enter a phrase to use for your Online Employer Personal Phrase. **NOTE: This is not your password.**

Phrase: Vacation memories

Example: My cool photo

Next >

Next

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Security Questions

✓ Answer 5 security questions

✓ Click Next.

Step 2: Create your Online Employer Enhanced Credentials Secret Questions

Please select and provide answers to the secret questions below. The answer you give should be something that only you would know.

Question 1:	What is your eldest child's middle name? ▾
Answer:	Ralph
Question 2:	What is the name of the hospital your oldest child was born in? ▾
	What is the name of the hospital your oldest child was born in?
Answer:	What is the name of the college your spouse attended?
	When is your father's birthday (MM/DD)?
Question 3:	What was the make of your first car?
Answer:	What was your major during college?
Question 4:	What was the name of your first pet? ▾
Answer:	
Question 5:	What is the first name of your eldest nephew/niece? ▾
Answer:	

< Back   Next >

Next

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Verify Email

✓ Verify Email Address

✓ Click Next.
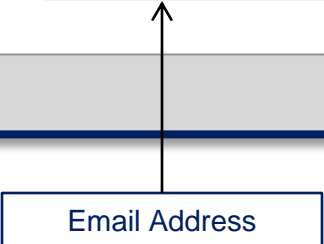
Step 3: Verify your Account Information

Please confirm your email address. This address will be utilized for all Online Employer correspondences including the Forgot Password process.

Email Address: | joe.smith@hotmail.com

< Back | Next >

Email Address

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Confirmation

- ✓ Confirm Personal Image
- ✓ Confirm Personal Phrase.
- ✓ Confirm Secret Questions.
- ✓ Confirm Email Address.

Personal Image

Secret Questions

Email Address

Personal Phrase

Personal Image and Phrase

Personal Image:

Personal Phrase: Vacation memories

Secret Questions

Question 1: What is your eldest child's middle name?
Ralph

Question 2: What was the make of your first car?
Chevy Traverse

Question 3: Which state did you first visit (outside the one you were born in)?
Michigan

Question 4: What was the name of your first pet?
Snickers

Question 5: What is the first name of your eldest nephew/niece?
Jacob

Account Information

Email: joe.smith@hotmail.com

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Computer Registration

✓ Yes, to register computer.

✓ No, not register computer.

Would you like to register this computer?
- ⦿ Yes, I plan on using this computer to access Online Employer in the future
- ○ No, this is a public computer or one I do not plan on using to access Online Employer in the future.

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Login Credentials

✓ Click Continue on to Online Employer.

Congratulations! You've successfully created your new enhanced Online Employer credentials.

From now on, when you log in to Online Employer, you'll be presented with your Security Image and Security Passphrase before you enter your password. If you don't recognize the image or phrase, do not enter your password - contact your administrator for further assistance.

You may occasionally be asked to answer your Challenge Questions, mainly if we don't recognize the computer you're using to access Online Employer. Once you answer the questions correctly, you'll be able to log in as usual.
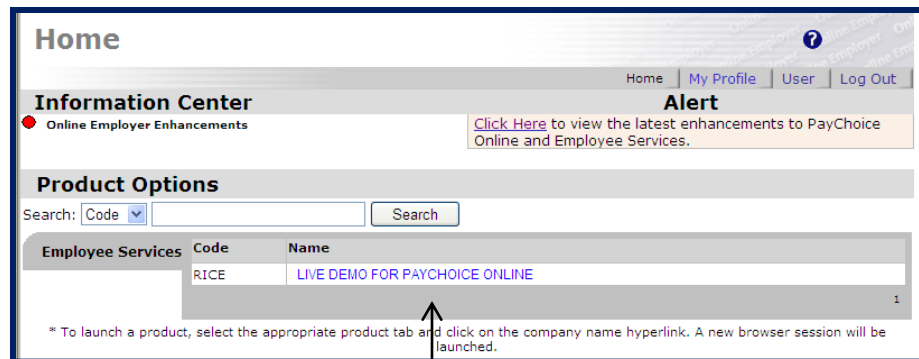
If you have questions about the new security enhancements, please see the Help links on the login pages, or contact your administrator.

Continue on to Online Employer

Continue to Online Employer .

Accessing Check Stubs

✓ Click your Company's name from the information Center to access your check stubs and W2's.

✓ You can use "My Profile" to change your password, name, email address, image, phrase, secret questions and answers

Click on your Company's Name

Check Stubs

✓ Click on Check View

Click on Check View →

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Check View
Home
Logout

Employee Services

LIVE DEMO FOR PAYCHOICE ONLINE
User Access: Employee
Employee: No Active Employee

Information Center
No New Messages

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