



# **Employee Self Service**

**B ANTONIO'S PIZZA, LLC.**

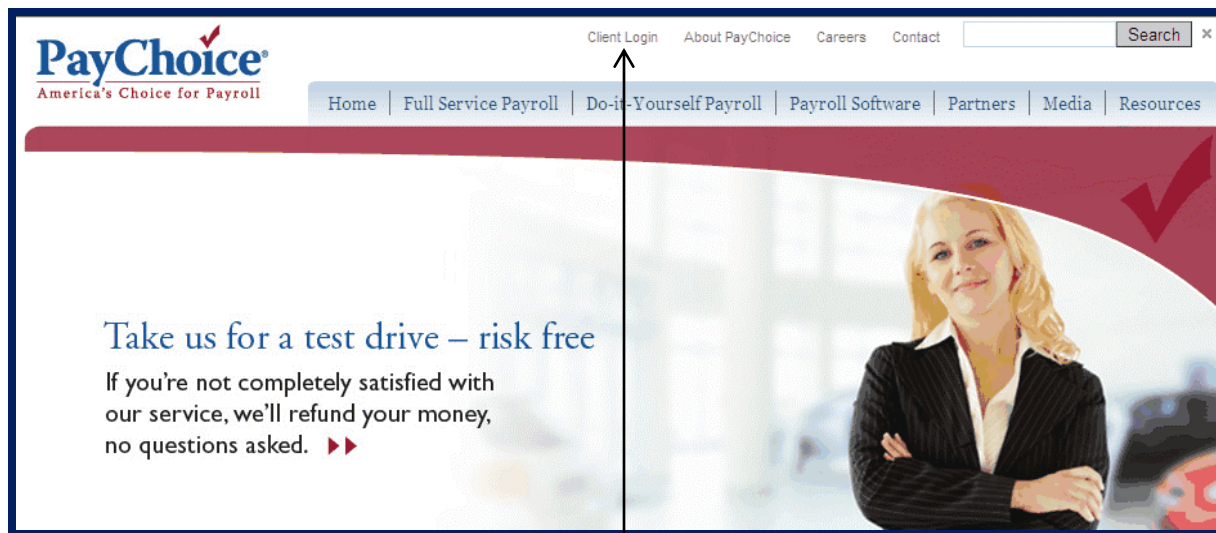
# Employee Self Service

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](http://www.paychoice.com)
- ✓ Click on Client Login



Client Login

# First Time Employee Login

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



Payroll

# 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.

The screenshot shows a login interface titled "Sign in to Online Employer". It includes a "Login:" label above a text input field, a link "Where do I enter my password?" in purple, a "Sign In" button, and a link "I forgot my password" in purple. Below a horizontal separator line, there are two sections: "New to Employee Self Service?" with a link "Click here to create your account" in purple, and "TimeVantage Users" with a link "Click here to create your account" in purple. A callout box on the left with the text "Click here to create your account." has an arrow pointing to the first link.

# 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

Access Code

# Access Code

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

Enter Access Code

→

**First Time Employee Login**

First Time User Name

Access Code

# Login

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

Login →

Login	<input type="text" value="Smith1370"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="Reset"/>	



# 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

Diagram illustrating the password creation form structure:

- Login**: Input field containing "Smith1370".
- Password**: Input field containing masked characters (dots). A green box next to it displays "Password Complexity: Excellent".
- Confirm Password**: Input field for re-entering the password.
- Email Address**: Input field for the user's email.
- Buttons**: "Save Changes" and "Reset".

# Email

- ✓ Enter Email Address
- ✓ Click Save Changes

Email Address →

Login	<input type="text" value="Smith1370"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Email Address	<input type="text" value="joe.smith@hotmail.com"/>
<input type="button" value="Save Changes"/> <input type="button" value="Reset"/>	

# Activate Account

- ✓ Enter your Login
- ✓ Click Sign

The screenshot shows the 'Sign in to Online Employer' page. A message box at the top states 'User Profile has been Created. Please Login'. Below this is a 'Login:' label followed by a text input field containing 'Smith1370'. An arrow from a box labeled 'Enter login created' points to this input field. Below the input field is the text 'Where do I enter my password?' and a 'Sign In' button. Further down are links for 'I forgot my password', 'New to Employee Self Service? Click here to create your account', and 'TimeVantage Users Click here to create your account'.

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

# Activate Account

- ✓ Enter your Password
- ✓ Click Sign In

The diagram illustrates the account activation process. A box labeled "Sign In" at the bottom has an upward arrow pointing to a larger box titled "Enter your Online Employer Password". Inside this box, the "Login:" field contains the text "Smith1370". The "Password:" field is a text input box filled with ten dots. To the right of the password field is a blue link labeled "Forgot Password?". Below the password field is a blue "Sign In" button. A box on the left labeled "Enter Password Created" has an arrow pointing to the "Password:" field.

Enter Password Created

Enter your Online Employer Password

Login: Smith1370

Password: [Masked Password]

Forgot Password?

Sign In

Sign In












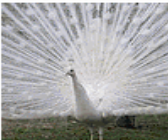




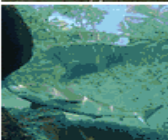
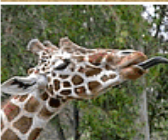
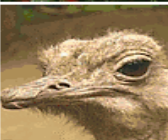
# Personal Image

- ✓ Select an Online Employer Personal Image in Step 1.


● **Step 1: Choose your Online Employer Personal Image and Phrase**

Please choose an image category, then click on the image you would like to use for your Online Employer Personal Image.

Image Category:

**Selected Image**



# Phrase

- ✓ Enter a phrase
- ✓ Click Next.

The screenshot shows a web form titled 'Online Employer Phrase'. The form contains the following elements:

- A title box on the left labeled 'Online Employer Phrase' with an arrow pointing to the 'Phrase:' label.
- Instructional text: 'Please enter a phrase to use for your Online Employer Personal Phrase. **NOTE: This is not your password.**'
- A text input field labeled 'Phrase:' containing the text 'Vacation memories'.
- An example text: 'Example: My cool photo'.
- A 'Next >' button at the bottom right.
- An external box labeled 'Next' with an arrow pointing to the 'Next >' button.

The form has a light gray background with a dark blue border. The 'Next >' button is a small, light blue button with a right-pointing arrow.

# 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?
Answer:	What is the name of the hospital your oldest child was born in? 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

# Verify Email

- ✓ Verify Email Address
- ✓ Click Next.

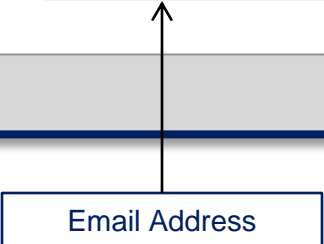
● **Step 3: Verify your Account Information**

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

Email Address:

< Back   Next >

Email Address






# Confirmation

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

Diagram illustrating the Confirmation process for Account Information:

The central form contains the following sections:

- 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

External labels with arrows pointing to the form fields:

- Personal Image (points to the image field)
- Secret Questions (points to the Secret Questions section)
- Email Address (points to the Email field)
- Personal Phrase (points to the Personal Phrase field)

# 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.

# 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.

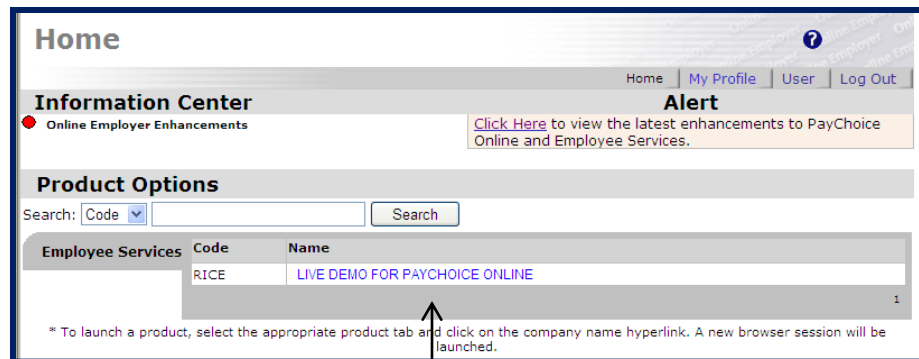
If you have questions about the new security enhancements, please see the Help links on the login pages, or contact your administrator.

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

