




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 Find Your Employee Account.



 Username
[Forgot username?](#)

 Password
[Forgot password?](#)



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 Find Employee Account at the bottom when finished.

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Find your employee account and assign a Username/Password

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

[FIND EMPLOYEE ACCOUNT](#)

[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 **Personal**
 - b. Select **Direct Deposits**
 - c. Scroll to the bottom of the page to the "**Paperless Option**" section.
 - d. Select **Check to Consent and Enroll in Electronic Direct Deposit Voucher/ Statements**
 - e. Select **Check to Receive Email Notifications when your paycheck is available.**

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Include Inactive Direct Deposits

Direct Deposit Add Account

PRIMARY ACCOUNT

Add your account information that will receive either your full net paycheck amount or the remainder after all deposits to secondary accounts (set below) have been made. Add account information for any bank accounts that should receive part(s) of your paycheck amount.

Skip this section if you only have one bank account.

Routing No.	<input type="text" value="123123123"/>	
Account No.	<input type="text" value="123123"/>	
Account Type	<input type="text" value="Checking"/>	
Name On Account	<input type="text" value="Bakers, Bob"/>	

Save Undo Delete

SECONDARY ACCOUNTS

+ Deposit Account #####6321

Paperless Options

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 1/17/2025 check date.

- Check to consent and enroll in electronic Direct Deposit Vouchers/Statements Deposit Vouchers/Statements
- Check to receive an email notification when your paycheck is available

