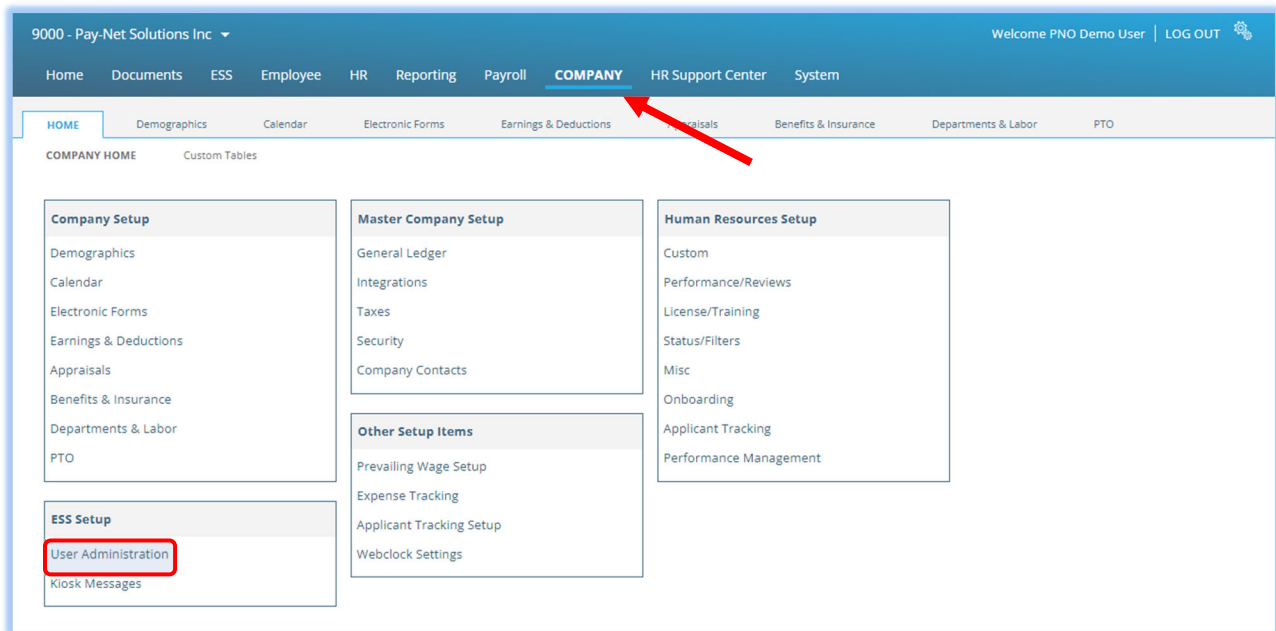


This Quick Reference Manual is meant to outline the steps necessary to create and maintain users on Pay-Net's Employee Self-Service Kiosk (ESS Kiosk).

If you need instructions on how to register for the ESS Kiosk as an employee, please find those on

1. Once logged in to Pay-Net Online, click "User Administration" under the ESS Setup section of the Company tab.



**[Continued on next page]**

- Navigate to the employee you wish to edit by clicking the **next to** their Employee ID/Name **in the blank space**. From here, you can **Create** a new user account, or **Invite** the employee to self-registration (where the employee can choose their own username, etc.).

To **Create** a new user account, simply fill in the fields as prompted, and click "Create User", but REMEMBER:

- ALWAYS leave the "User must change password?" box checked
- ALWAYS leave the Security Role as "Employee". (Changing a user to "Administrator" will allow the employee to add other users and see other employees in the kiosk.)
- ONLY check the "Email verified?" box if it is an email you know is valid AND you don't want the employee to verify the email address entered.

To **Invite** an employee to self-registration, first ensure an email address has already been entered for the selected employee.

- Then, simply click the envelope icon next to the email you prefer to attach the user login to. The employee will be sent an email with instructions to complete registration.

The screenshot displays the 'USER ADMINISTRATION' interface. At the top, there are filters for 'Admin Users', 'Employee Users', 'Employees Not Setup', 'Onboarding Employees', and 'Disabled Accounts'. A table lists employees with columns for EMP ID, NAME, USER NAME, ROLE, (VERIFIED?) ESS EMAIL, ELEC. VCHR., ELEC. W2S, and ELEC. ACA. The row for 'Bear, Fozzie' (EMP ID: abc123) is highlighted, and its 'USER NAME' field is circled in red. Below the table, two inset windows are shown:

- Create Account:** This form is for creating a new user account. It includes fields for 'Account Type' (set to 'Employee Account'), 'Employee' (set to 'Bear, Fozzie'), 'User Name', 'Password', and 'Confirm Password'. There are checkboxes for 'User must change password?' (checked) and 'Email Verified?' (unchecked). The 'Security Role' is set to 'EmployeeRole - Employee'. A red arrow points to the 'Create User' button at the bottom.
- Invitation to Register:** This window shows an invitation for 'Employee Bear, Fozzie' to register for Employee Self Service. It lists 'Work Email' and 'Personal Email' (fozzietbear@gmail.com) with an envelope icon next to the personal email. A red arrow points to this envelope icon.

3. Once you've created or invited a user, you can always see if they've **completed registration**, and see if they've **signed up for electronic Pay Stubs, W2s, and/or ACA Reporting Forms** (if applicable).

USER ADMINISTRATION

Sort:  Admin Users  Search  Add Admin User

Filter: All Employees  Employee Users  Clear Filters Invite Employees

Name:  Employees Not Setup  myPay Kiosk Error Codes

Emp ID:  Onboarding Employees  Disabled Accounts

EMP ID	NAME	USER NAME	ROLE	(VERIFIED?) ESS EMAIL	ELEC. VCHR.	ELEC. W2S	ELEC. ACA
X 19070	<a href="#">Baxter, Reginald</a>	reginald.baxter	EmployeeRole	<input checked="" type="checkbox"/> hlee@pay-net.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
abc123	<a href="#">Bear, Poone</a>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X 19061	<a href="#">Benjamin, Bigg</a>	bentest	EmployeeRole	<input checked="" type="checkbox"/> rbaker@pay-net.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MR-17	<a href="#">Benton, Jerrica</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19040	<a href="#">Bicknell, Andrew</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 19068	<a href="#">Birdie, Valerie</a>	ValTest	EmployeeRole	<input checked="" type="checkbox"/> hollis@staticircus.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MR-15	<a href="#">Blow, Joe</a>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4. Also, once a user has been created (either by an admin user, or through self-registration), you can always perform the following actions: **Disable User**, **Change Password**, **Change Email**, **Change Security Role**.

5.

EMP ID	NAME	USER NAME	ROLE	(VERIFIED?) ESS EMAIL	ELEC. VCHR.	ELEC. W2S	ELEC. ACA
X MR-1	<a href="#">Anderson, Karly</a>	KAnderson9000	Admin	<input checked="" type="checkbox"/> hlee@pay-net.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X abcdeg	<a href="#">Anderson-Harris, John</a>	andersondemo	EmployeeRole	<input checked="" type="checkbox"/> bgilbert@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 19103	<a href="#">Attempt, Fiftu</a>	FIAttempt9000	EmployeeRole	<input checked="" type="checkbox"/> hlee@pay-net.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X 19087	<a href="#">Attempt, First</a>	fAttempt	EmployeeRole	<input checked="" type="checkbox"/> jlee@pay-net.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 19106	<a href="#">Attempt, Larry</a>	LAttempt9000	EmployeeRole	<input checked="" type="checkbox"/> hollisiii@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X MR-20	<a href="#">Attempt, Nate</a>	NAttempt9000	EmployeeRole	<input checked="" type="checkbox"/> hollisiii@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 19088	<a href="#">Attempt, Second</a>	SAttempt9000	EmployeeRole	<input checked="" type="checkbox"/> hlee@pay-net.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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ACCOUNT INFORMATION

Account Information

User Name: FIAttempt9000

Account Description

Created: 4/20/2015 8:13:35 AM

Last Login: 10/17/2023 5:27:53 PM

Password Changed: 10/17/2023 5:02:35 PM

Account is **Enabled**

Password

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

New Password

Confirm Password

User must change password at next login?

Email Settings

Email Verified?

Email:

Security


Security Role:


Two-Factor Authentication


## 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.

**[Continued on next page]**



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](mailto: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.**

*[Continued on next page]*

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

