

Welcome to PayOptions Online! Go to www.payrolloption.com, click on employee login link and follow the simple instructions below to view and print your check stub.

Creating a logon and password is simple. You will need:

- your social security number
- your Company Code (on a check stub)
- a payroll check date
- the take-home pay of that check date

Creating a Login and Password

First, click **Create Login** at the bottom of the screen.

The screenshot shows the 'Please Log In' page with a login form containing fields for Employer ID, Login Name, and Password. A 'Forgot Password?' link is visible. At the bottom right, the 'Create Login' link is circled in red. Below the form, a note reads: 'If you do not have a login name, or you don't remember, please [Create Login](#).'

STEP 1: Enter your Company Code in the **Employer ID** field and click **Continue**.

The screenshot shows the 'Create Login' screen with the heading 'Step 1: Enter Employer ID Number'. The 'Employer ID' field is highlighted in yellow. There are 'CANCEL' and 'CONTINUE' buttons at the bottom.

STEP 2: Enter your Last Name, First Name, Social Security Number, a previous Check Date, and Your Take Home Pay Amount. Click **Continue**.

The screenshot shows the 'Create Login' screen with the heading 'Step 2: Enter Personal Information'. Fields include Last Name, First Name, Name Suffix (dropdown), Social Security Number (with format 000-00-0000), A previous Check Date (with format mm/dd/yyyy), and Take Home Pay Amount for the above Check Date. There are 'BACK', 'CANCEL', and 'CONTINUE' buttons at the bottom.

STEP 3: Enter a Login Name, Password, and Email Address. Verify the information. Click **Continue**.

The screenshot shows the 'Create Login' screen with the heading 'Step 3: Enter Login Name and Password'. Fields include Login Name, Password, Verify Password, and Email Address. There are 'BACK', 'CONTINUE', and 'CANCEL' buttons at the bottom.

You have completed the steps to create a login and password.

Logging in

Now that you have created a Login Name and Password, you are ready to login and see your pay stub information.

1. Enter your **Employment ID**, **Login Name**, and **Password**.

The screenshot shows the 'Please Log In' page with a login form containing fields for Employer ID, Login Name, and Password. A 'Forgot Password?' link is visible. At the bottom right, the 'Create Login' link is circled in red. Below the form, a note reads: 'If you do not have a login name, or you don't remember, please [Create Login](#).'

2. Click **LOG IN**.

Forgot Your Password

Forgot your password? Have CyberPay email it to you.

1. Click **Forgot Password**.
2. Type in your **Employer ID**, **Login Name**, and **Email Address** and click **Continue**.
3. Your password will be emailed you.