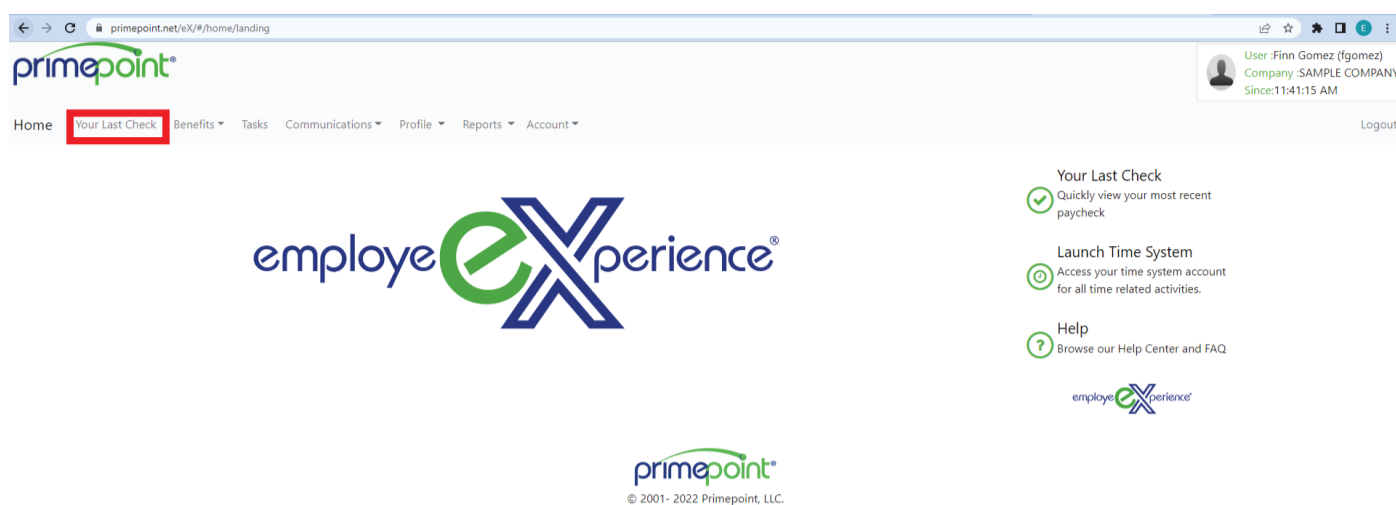


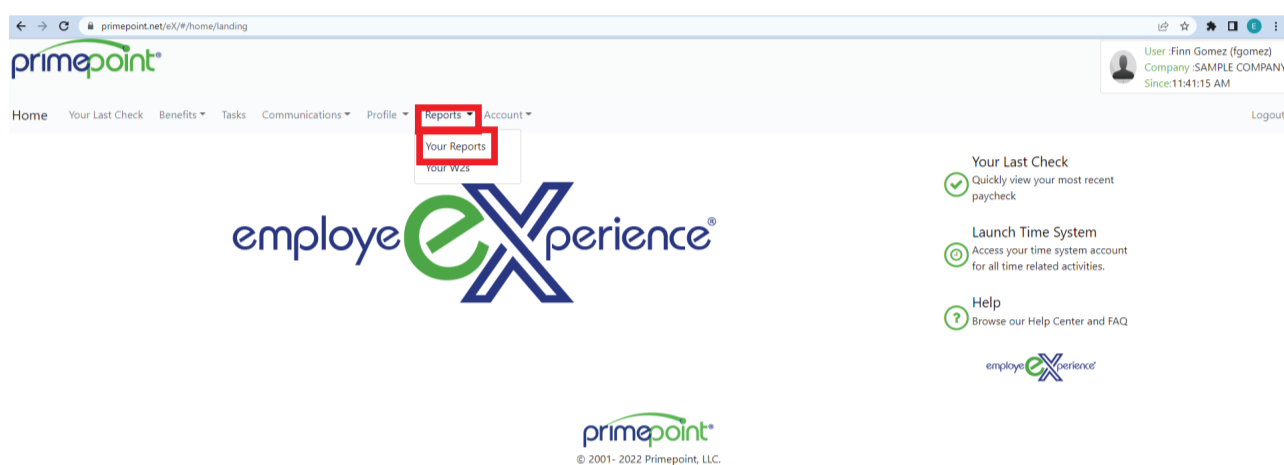
HELP CENTER

To quickly view the details of your most recent paycheck:

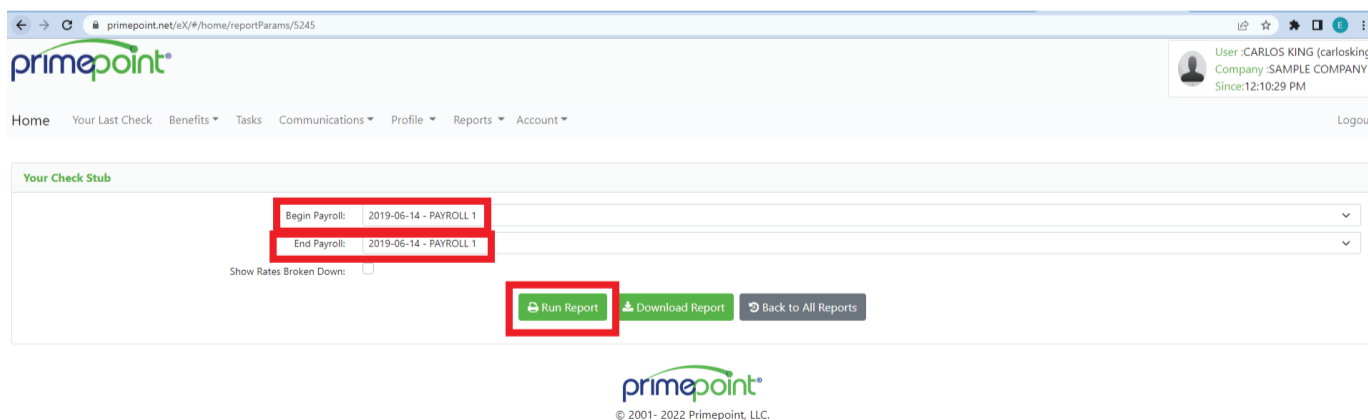
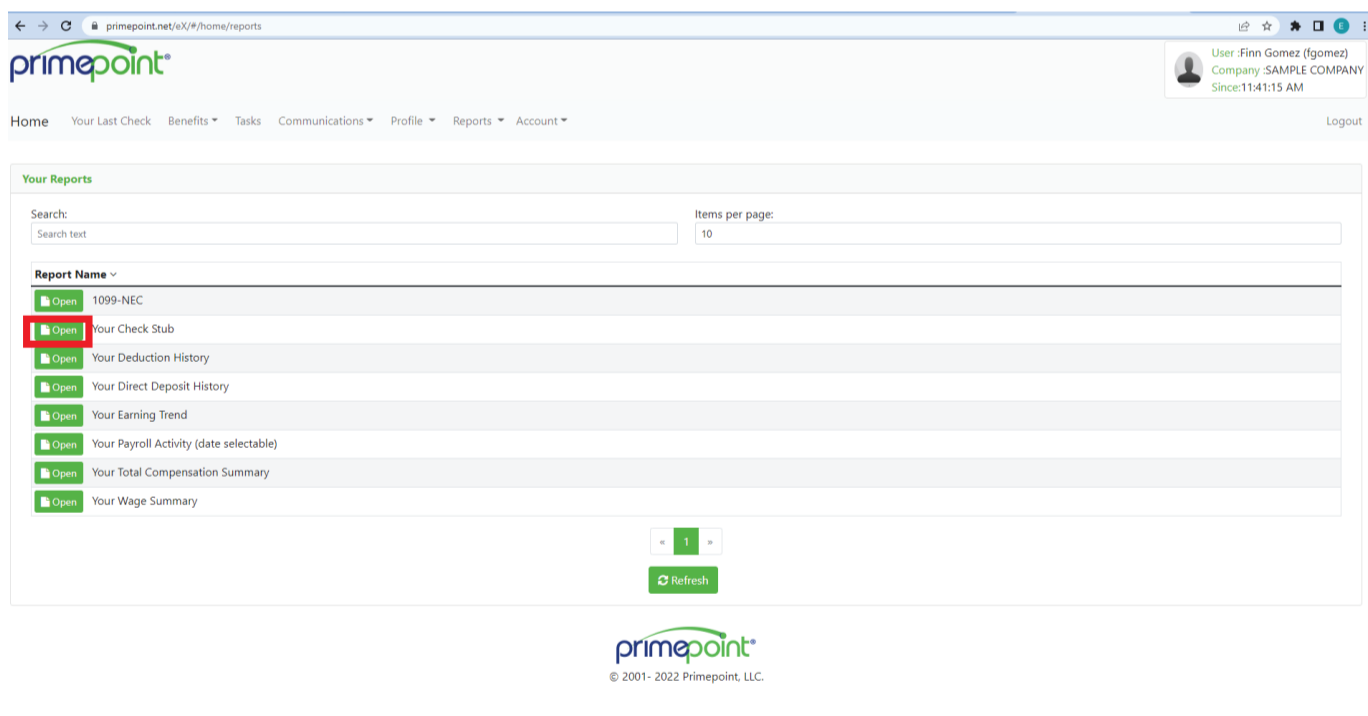
1. Click the tab labeled "Your Last Check" on the navigation bar.



2. If you would like to view previous check stubs, click the tab labeled "Reports" on the navigation bar and select "Your Reports" from the options.



3. Open "Your Check Stub" and select the date range for the checks you would like to view. ("Begin Payroll" Date must be dated prior to "End Payroll" Date.)



4. A file will download. Open the file to view the check stub(s).

5. To print a check stub, run the "Your Check Stub" report according to the previous instructions. You can print the report after it is downloaded and opened.