

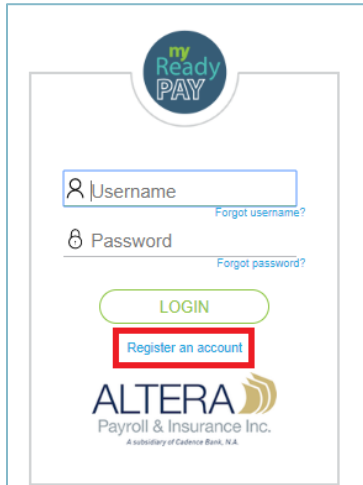
Employee Self Service (myESS) Guide

Register for your myESS Account:

1. Click on the following link to register a new user account:

<https://rpo.alterapayroll.com/Employee>

2. Click Register an Account

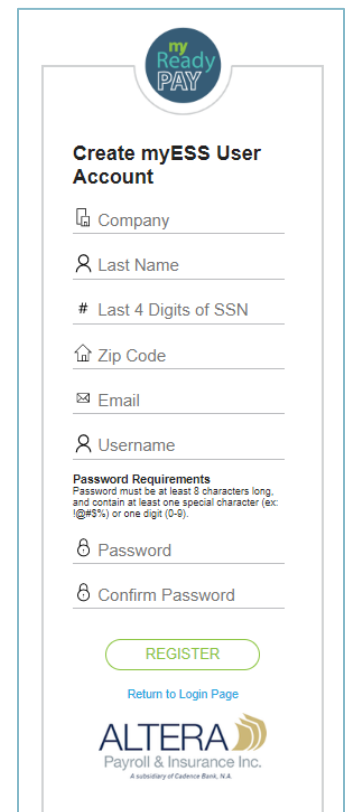


3. Enter your personal information:

- A. Company = 002170
- B. Last Name (full last name including any suffix (SR, JR) as listed in payroll system/on check stub
- C. Last 4 numbers of your Social Security Number (SSN)
- D. Zip Code = First 5 numbers of your home address zip code
- E. Email Address (personal or work, whichever you prefer to use and to which you have easy access)
- F. Username = enter your preferred username
- G. Password & Confirm Password = Make sure your password fits the requirements as listed on screen

**** NOTE: Each field is required. Do not leave any fields blank. ****

4. When all fields are completed, click on the **REGISTER** button.
5. If the username is not available (or already in use), you will get an ERROR at the top. Re-enter the missing data & enter a new User Name.
6. Once completed, you will see a Registration Complete Message.
7. You should receive an email from noreply@alterapayroll.com to validate your account. Click the link that is in the email you receive. NOTE: Make [AlteraPayroll.com](https://alterapayroll.com) a safe sender so it does not go to junk or spam folder. However, if you do not see the email, check your Junk or Spam folder.



Login to View Pay Stubs, Personal Information, and Subscribe to Pay Stub Email Alerts

8. To login, go to: <https://rpo.alterapayroll.com/Employee>
9. Enter your user name & password

10. Home Section



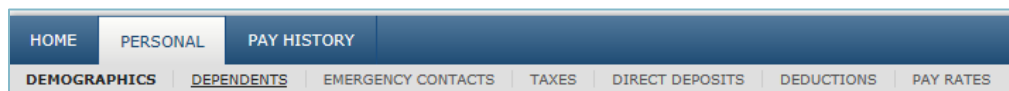
A. Last Check

1. To print a pay stub, simply click on the **printer** icon in the row of the desired check. Note: this will pop up in PDF so you can print it (it does not print directly to a printer)
2. To view the detail of a pay stub, simple click the **binocular** icon in the row of the desired check. You will see the details of that check under the Check Information (below list of checks).

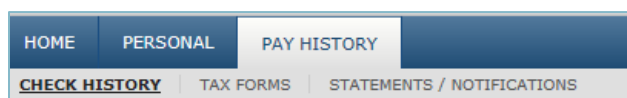
Print	View	Check Date	Pay Type	Hours	Gross	Dir Dep	Net Pay	Check No/Voucher
		03/31/2017	Reg	0.00	7000.00	0.00	4330.95	10010
		03/17/2017	Reg	0.00	7000.00	0.00	4330.95	10007
		03/03/2017	Reg	0.00	7000.00	0.00	4330.95	10005
		02/17/2017	Reg	0.00	7000.00	0.00	4330.95	10001

- B. Links & Documents – view any company links or documents
- C. Account Settings – update your password or email address, as needed

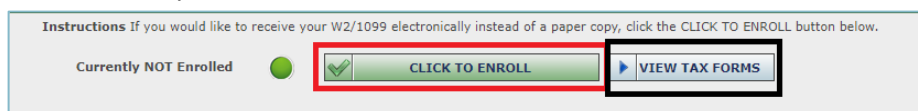
11. Personal Section - view your employee data here. Let your manager know if anything needs to be corrected.



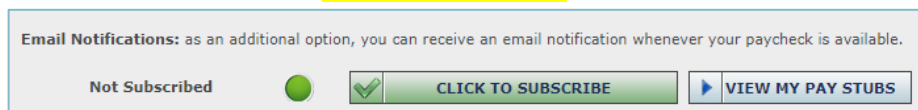
12. Pay History Section



- A. Check History – same as the Last Check section
- B. Tax Forms – enroll in electronic tax forms. Once available, view any available tax forms here
 1. Enroll by clicking green CLICK TO ENROLL button
 2. If there are any tax forms available, click VIEW TAX FORMS button



- C. Statements/Notifications - you can enroll to receive email notifications when new pay stubs are available.
 1. Click on the bottom green **CLICK TO SUBSCRIBE** button.



2. A pop-up box will appear with a disclaimer. If you agree, click OK to finish the enrollment.
3. If at any time you wish to cancel these email reminders, simply choose CLICK TO UNSUBSCRIBE