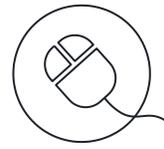
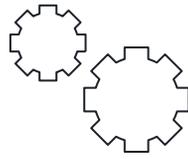


Easy Setup



STEP 1: Employee Portal Login

You can access your account from any Internet connected computer by typing the website <https://www.my-estub.com> into the address bar.

- Click on **Employee Portal**.
- Enter your **UserID**: Your name EXACTLY as it appears on your social security card and CJSD (NO SPACES)
- Enter your **Default Password**: **CJSD001\$**

STEP 2: Create your own Secure Password

To format your new password, use following guidelines:

- Between **8 – 20** Characters
- At least **1 Capital Letter**
- At least **1 Lowercase Letter**
- At least **1 Number**
- Must have **1 Special Character**: !@#\$\$%^&*()-=+.,/<>?
- *Your New Password is Case Sensitive to assist in keeping your information secure.*

STEP 3: Choose your Security Questions

- Click on the **Choose a question** drop down menu to choose from the list of questions.
- Once you select your question, type your answer in the **Security Answer** box below.
- Repeat the same for the **Second Security Question** and click **Next**.

STEP 4A: Choose your Email Delivery Options

You have the option to receive email alerts notifying you when your pay stub is ready to view. We can also send your stub as a secure, password protected PDF file to your email.

- Choose **Email**.
- Enter your email address.
- Choose one of the following options:
 - **Do not send my stub, notify me when it's available** or,
 - **Send my stub as a password protected PDF file.**

STEP 4B: Set-up your W2 Delivery Options

- Select **Yes**.
- Click **Review Consent Policies**.
- Read and scroll down to the bottom of the page.
- Click **Consent**.
- Verify your Social Security Number using the numbers across the top of your keyboard.

STEP 5: Choose your Text Message Notifications

If you'd like to receive your pay information directly to your cell phone:

- Choose **Activate Text Message Notifications**.
- Pick up to **6** Options.
- Select your **Cellular Provider**.
- Enter your **Cellular Number**.
- Click **Finish!**

STEP 6: View your Pay Stubs

- Your **Electronic Pay Advice Listing** is a menu of all your available pay stubs.
- Each pay stub is listed on your account for 36 months or as long as your company partners with us.
- To select a stub to view, click on the **blue Trans ID** number next to the **Payment Date**.