

## EMPLOYEE INSTRUCTIONS FOR ACCESSING EZ STUB

1. Open Internet browser.
2. In the address box, type: [www.myezstub.com](http://www.myezstub.com)
3. If you wish to access this website directly from your desktop, select file, select send to desktop. This will put an icon for this web site directly on the desktop for future use.
4. After the Welcome page opens, enter your login ID and password.
5. EZ Stub Login Id is made up of the following characters: the letter mc, the employee's eight digit employee id number, the first initial of the employee's first name and the first initial of the employee's last name.
  - EXAMPLE: mc00001234kr
6. EZ Stub initial password will be the employee's eight digit employee ID number only. The employee will be asked to change this password when they first log in.
  - EXAMPLE: 00001234 (employee should use a new password that is not similar to the format for the employee id number)
7. Once the employee has accessed the site, they will have the opportunity to change settings and set up text messaging options if they so choose.
8. To view an online stub, the employee simply clicks the date of the stub they wish to see.
9. Once the stub is open, it can be printed or emailed.
10. The employee should, close all windows, log out and then close their browser when completed.