AmCheck
PAYROLL • HR • BENEFITS

EMPLOYEE SELF SERVICE LOGIN INSTRUCTIONS

AmCheck is pleased to announce the Online Employee Self Service Center! Enjoy 24 hour access to all of your employment information in a convenient and secure location.

Features Include:

- **View & Print Current and Previous Pay Check Stubs**
- **View & Print W-2's**
- **See Current Vacation, Sick & PTO Accruals**
- **Web-based Time Tracking**
- **Access to H.R. Documents & Forms**
- **Much More!**

Please contact your local AmCheck office if you need assistance: 512-347-8866

1. **Log on to www.amcheck.com & Click on "Employee Login"**

2. Click on "Employee Self Service Login"

3. Enter Access Code "11" & Click "Go"

4. **New to Employee Self-Service.   Click on "Click here to create your account" (Skip to Step 7 if you have already created your unique login and password).**
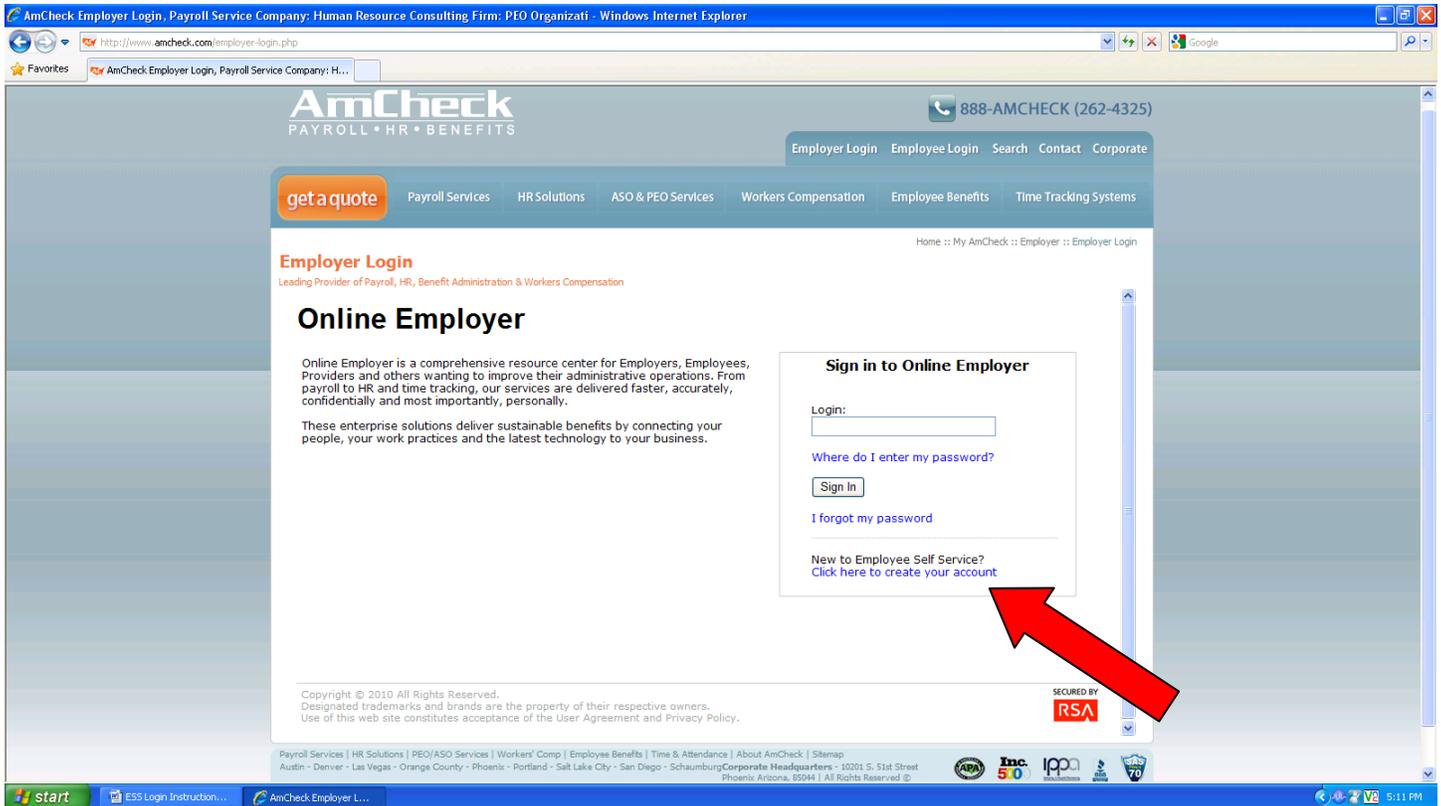

5. **Enter First Time User Name (ex. last name + last 4 digits of your SSN i.e. "Nelson2710") & enter the Access Code "1587j080". First Time User Name must be lowercase with no spaces. Click submit.**
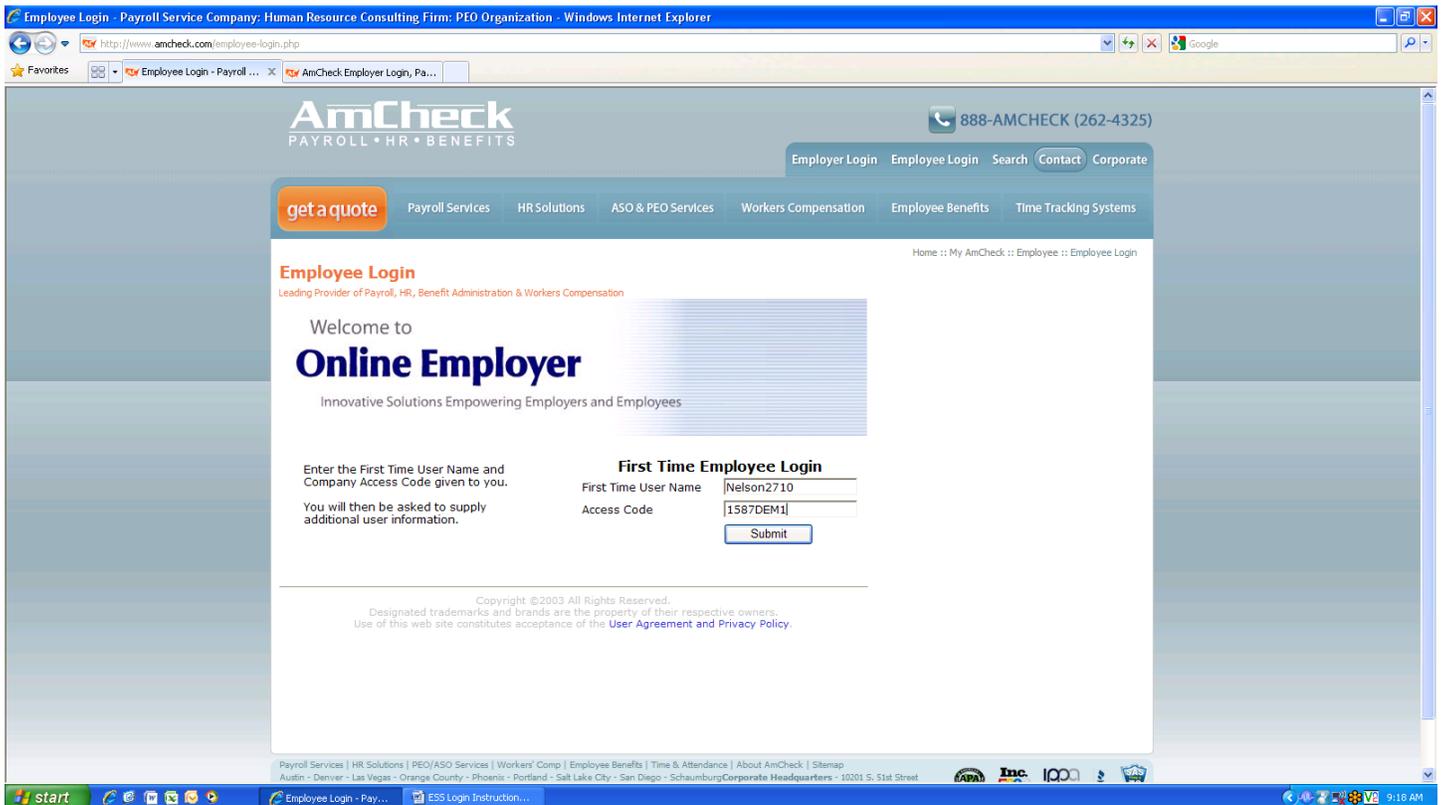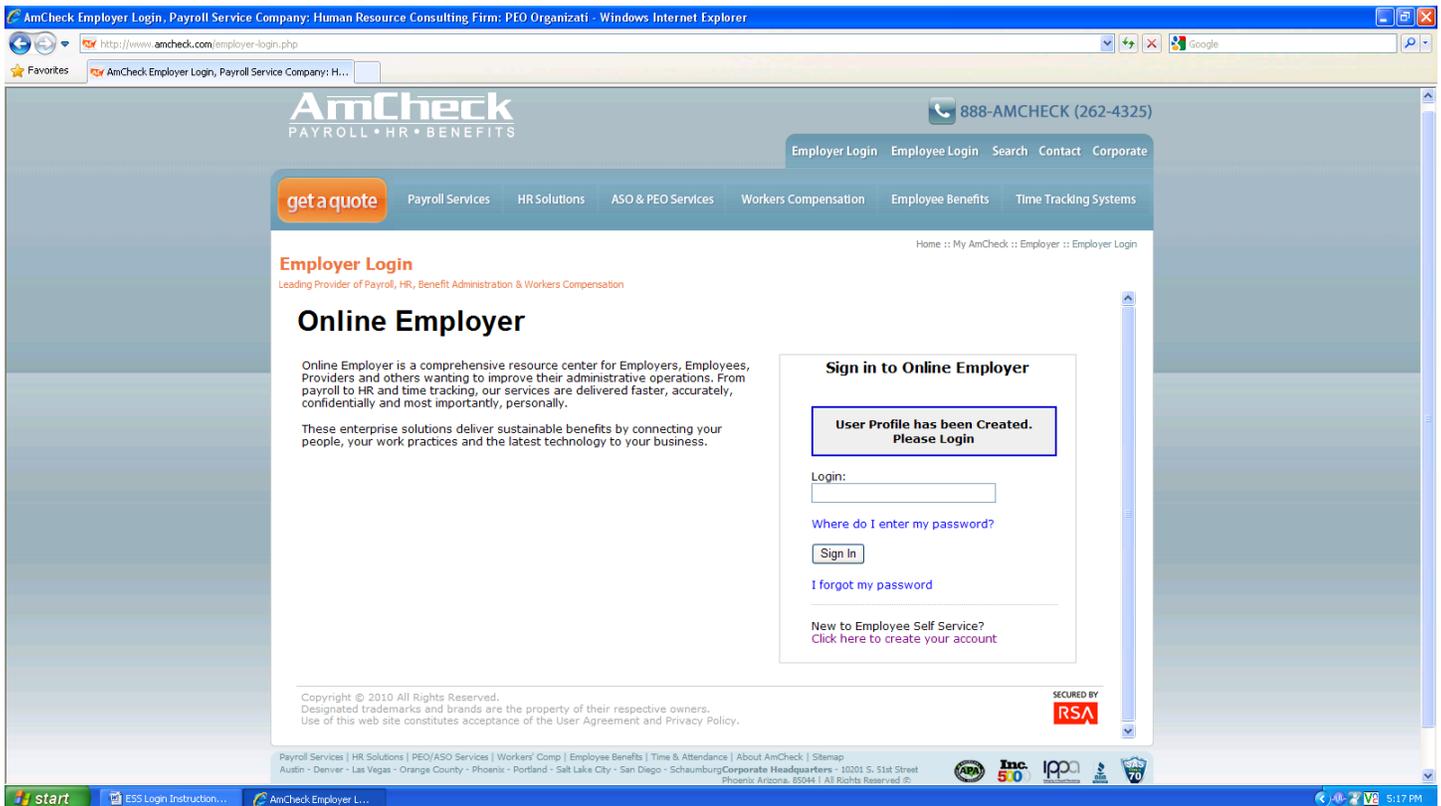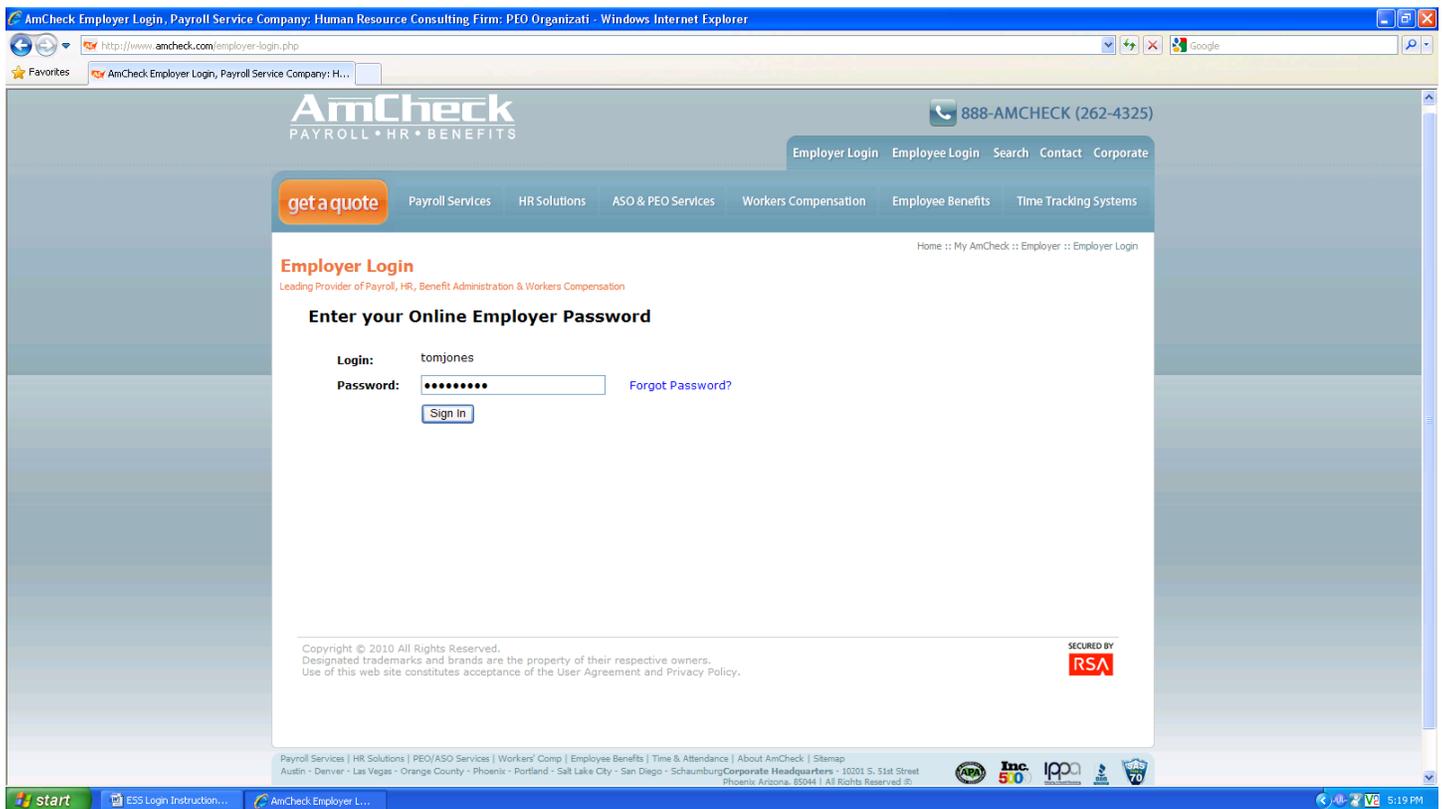

ACCESS CODE: 1587j080

6. **Create a unique Login & Password, enter your email address and supply an answer to the Secret Question. Be sure to write down your login and password. You will need this for future access to the AmCheck Employee Self Service Center. Click on "Save Changes" when complete.**
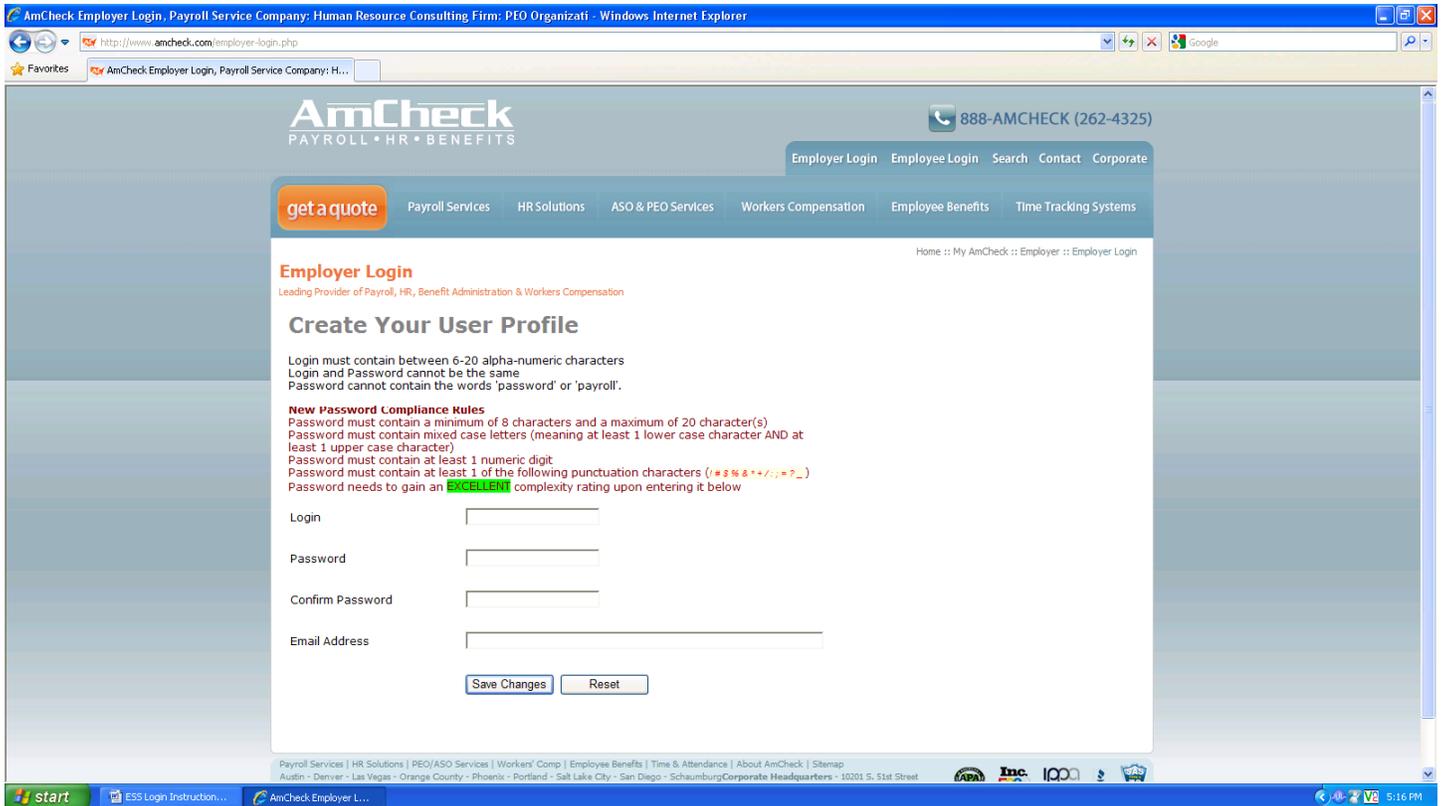
7. **Enter your new Login & Password, click "Submit"**

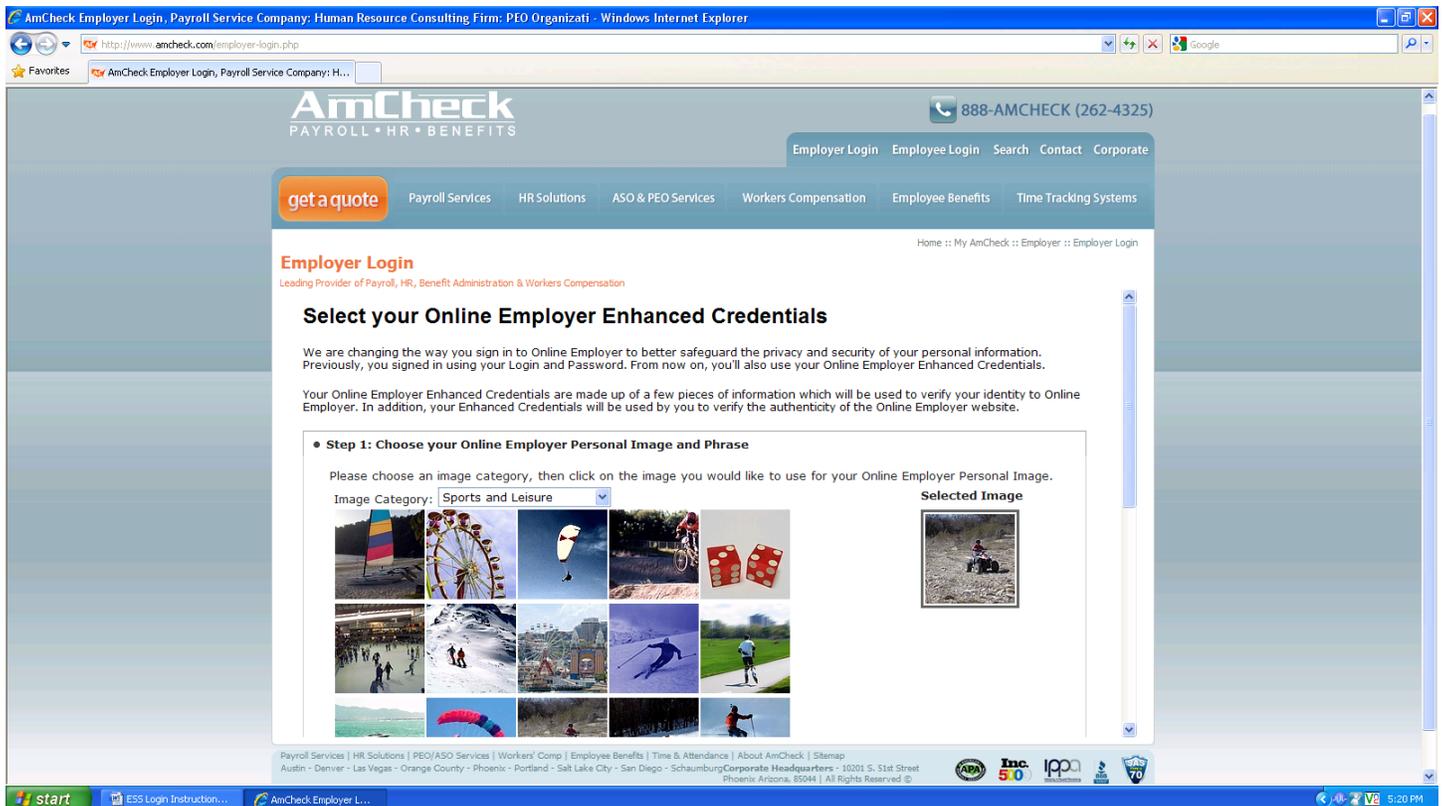**8. Enter your Online Employer password that you generated when creating login.**

9. Continue to follow prompts for creating your Online Employer Enhanced Credentials.

10. Completion of Online Access, click on "Continue on to Online Employer."

11. Click on Company name

12. You have successfully accessed the AmCheck Employee Self Service Center! Be sure to click on "Close" when finished.

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