

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"

The screenshot shows the AmCheck website homepage. At the top, there is a navigation bar with links for "Employer Login", "Employee Login", "Search", "Contact", and "Corporate". Below this is a secondary navigation bar with "get a quote" and various service categories. The main content area features a large banner with a woman in a light blue blazer, a map of the United States, and the text "America's Way To Payroll". A red arrow points to the "Employee Login" link in the top navigation bar. The banner also includes the text "Payroll with AmCheck is easy as 1,2,3." and "AmCheck offers employers an easy, secure and efficient way to do payroll online backed with superior customer support." Below the banner are three boxes for "Small Employers", "Mid-Size Employers", and "Large Employers", each with a list of services and a "start here" link. The footer contains a "Resources" section with links for "HR Resource Center", "Work Comp Cert Request", "Tax Credit Service", "Fast Hire Online", "Forms & Downloads", "Send Secure Email", "Paycheck Calculators", "Make a Payment", "W4 Assistant", and "Join Meeting".

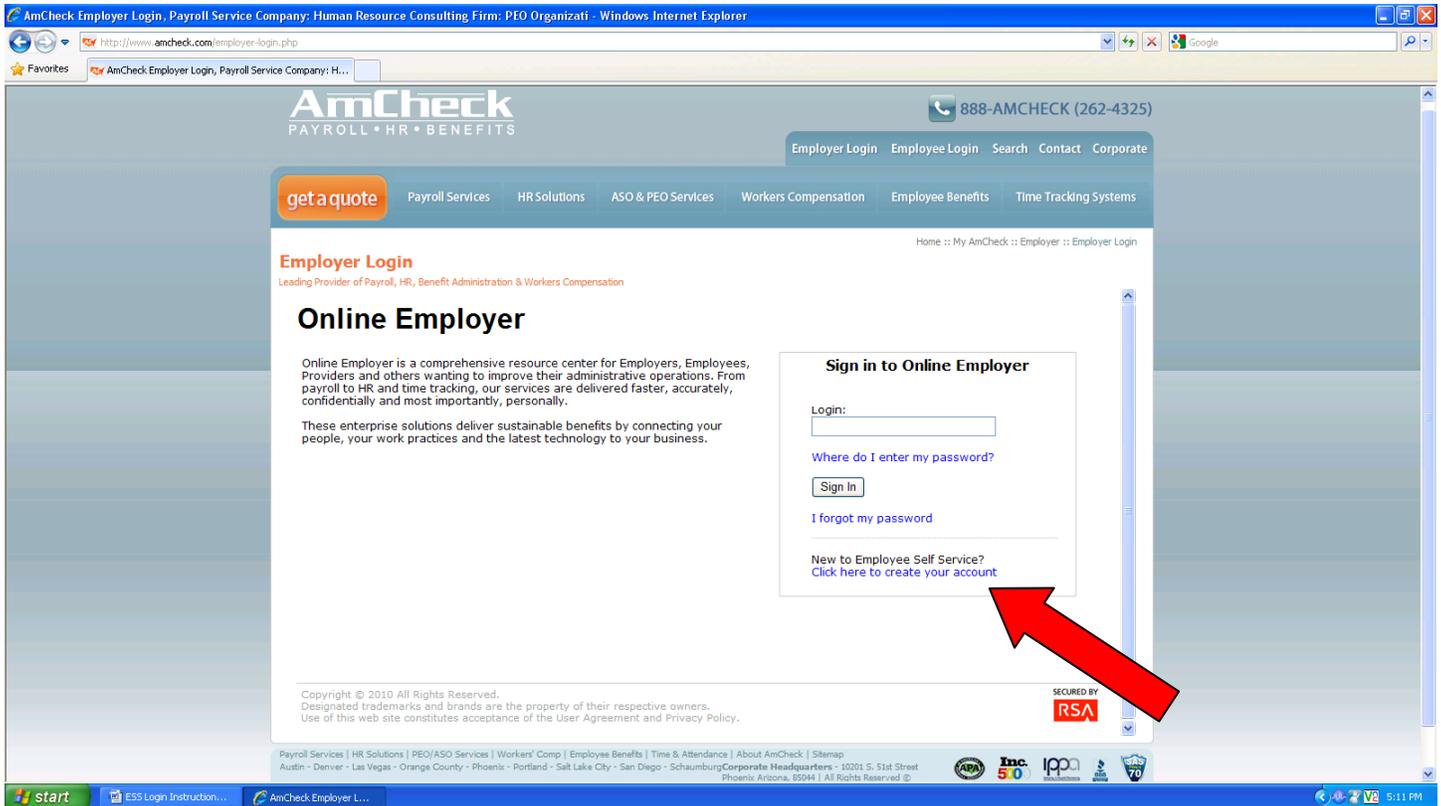
2. Click on “Employee Self Service Login”

The screenshot shows the AmCheck website interface. At the top, there is a navigation bar with "Employer Login" and "Employee Login" links. Below this is a menu with "get a quote" and various service categories like "Payroll Services", "HR Solutions", and "ASO & PEO Services". The main content area features a "My AmCheck" section with a testimonial from Jocelyn V, Business Manager at Consulting Firm. To the right of the testimonial, there is a list of login options under the heading "Employee". The "Employee Self Service Login" option is highlighted with a red arrow. Other login options include "Main Login", "Time & Attendance Login", and "Online Benefit Enrollment". On the far right, there are buttons for "get a quote", "Email Us", and "1-888-AMCHECK".

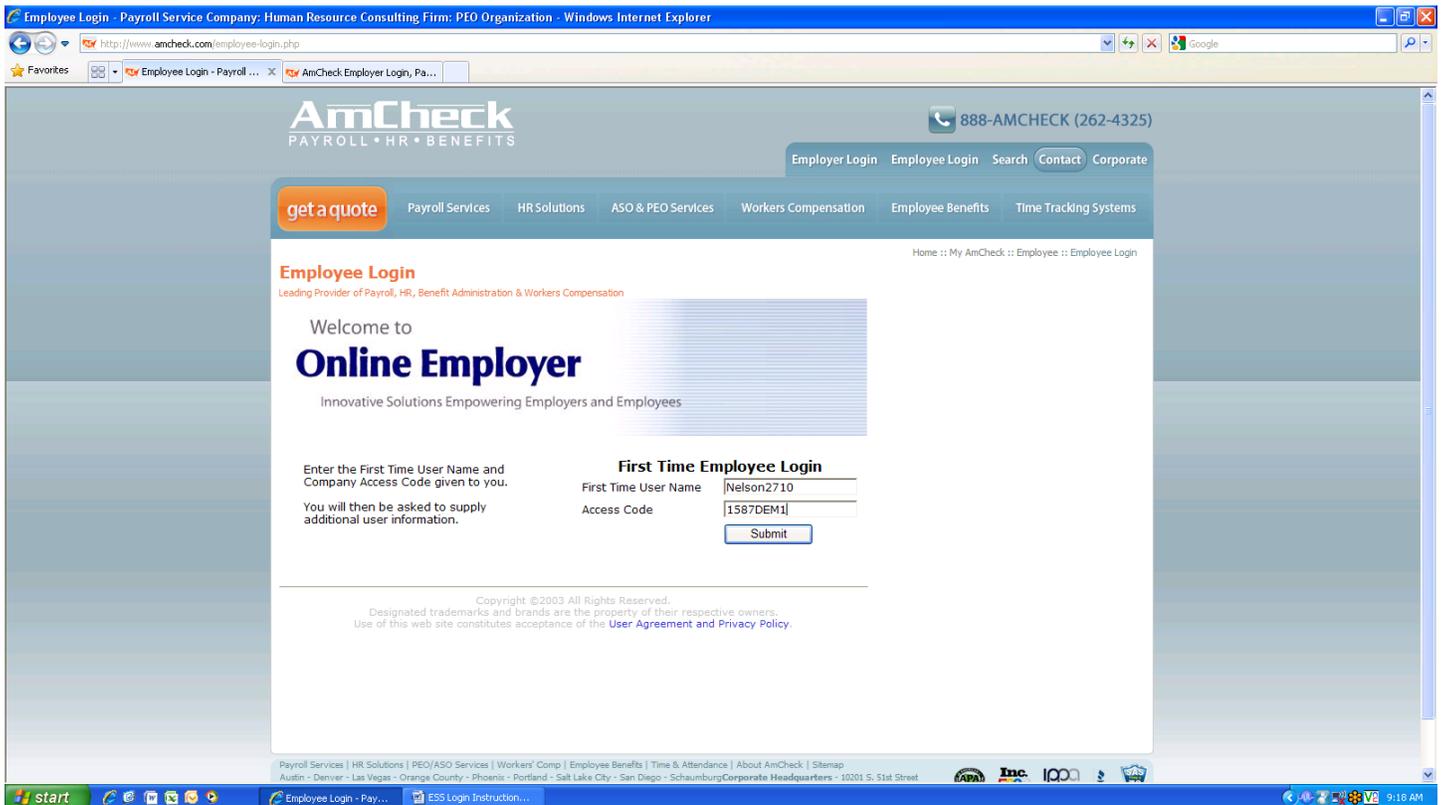
3. Enter Access Code “11” & Click “Go”

The screenshot shows the AmCheck Employee Login page. The page title is "Employee Login" and it includes the AmCheck logo and contact information. The main content area has a form with an "Enter Access Code" input field and a "Go" button. Below the input field, there is a link that says "Need help logging in? Click Here". The page also features a navigation bar with "Employer Login" and "Employee Login" links, and a menu with "get a quote" and various service categories. The footer contains a list of office locations and a "Sitemap" link.

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).

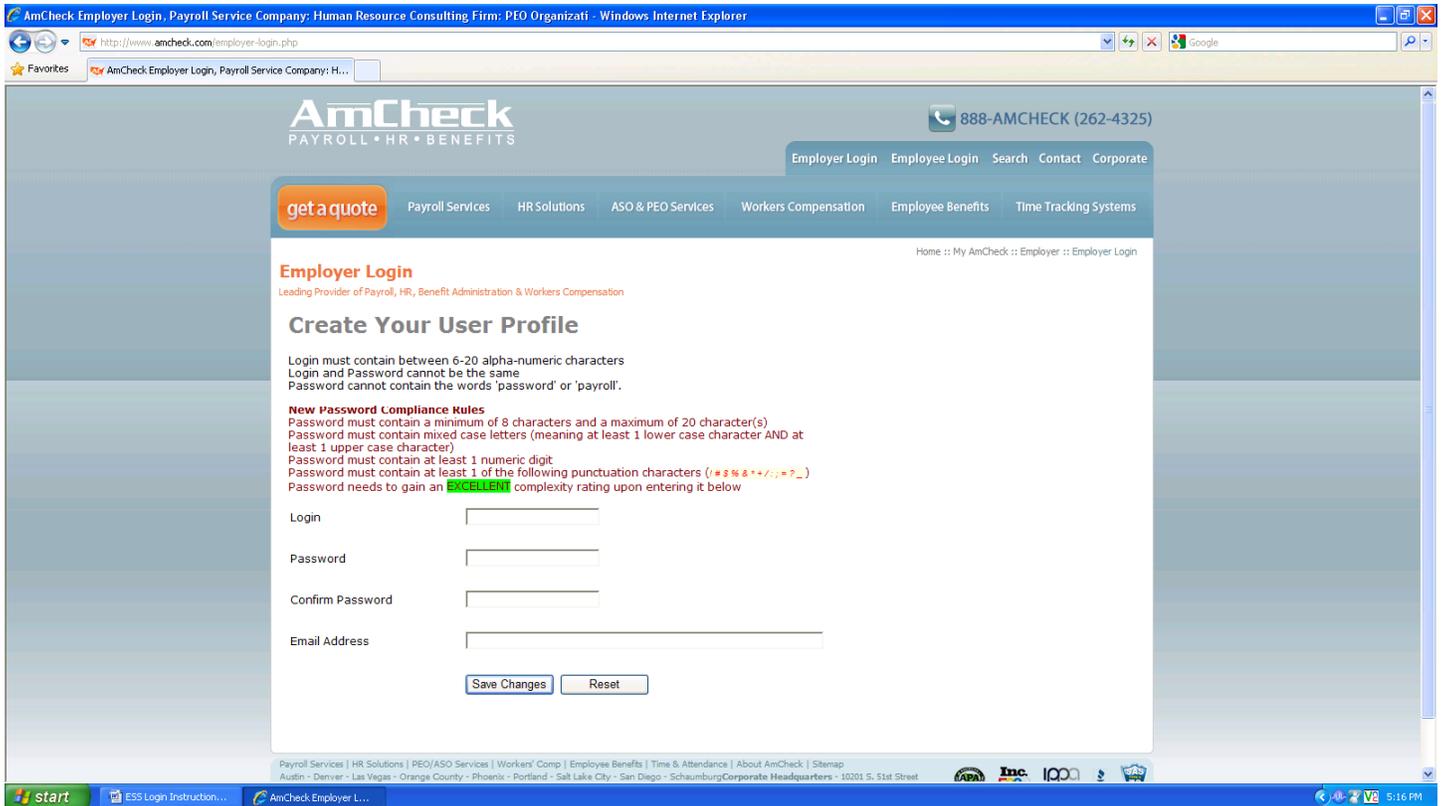


5. **Enter First Time User Name (ex. last name + last 4 digits of your SSN i.e. “Nelson2710”) & enter the Access Code “1587j080”.** First Time User Name must be lowercase with no spaces. Click submit.

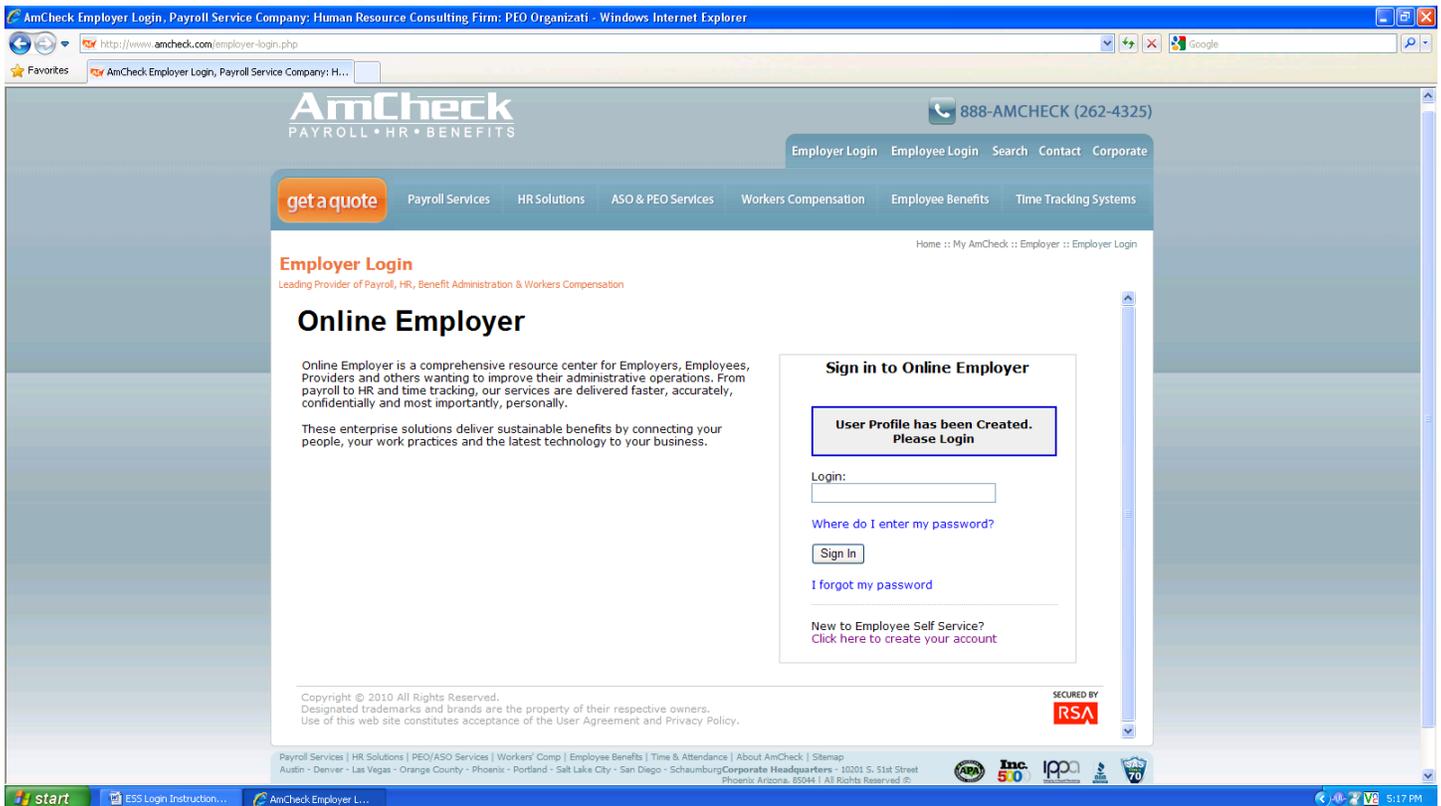


ACCESS CODE: 1587j080

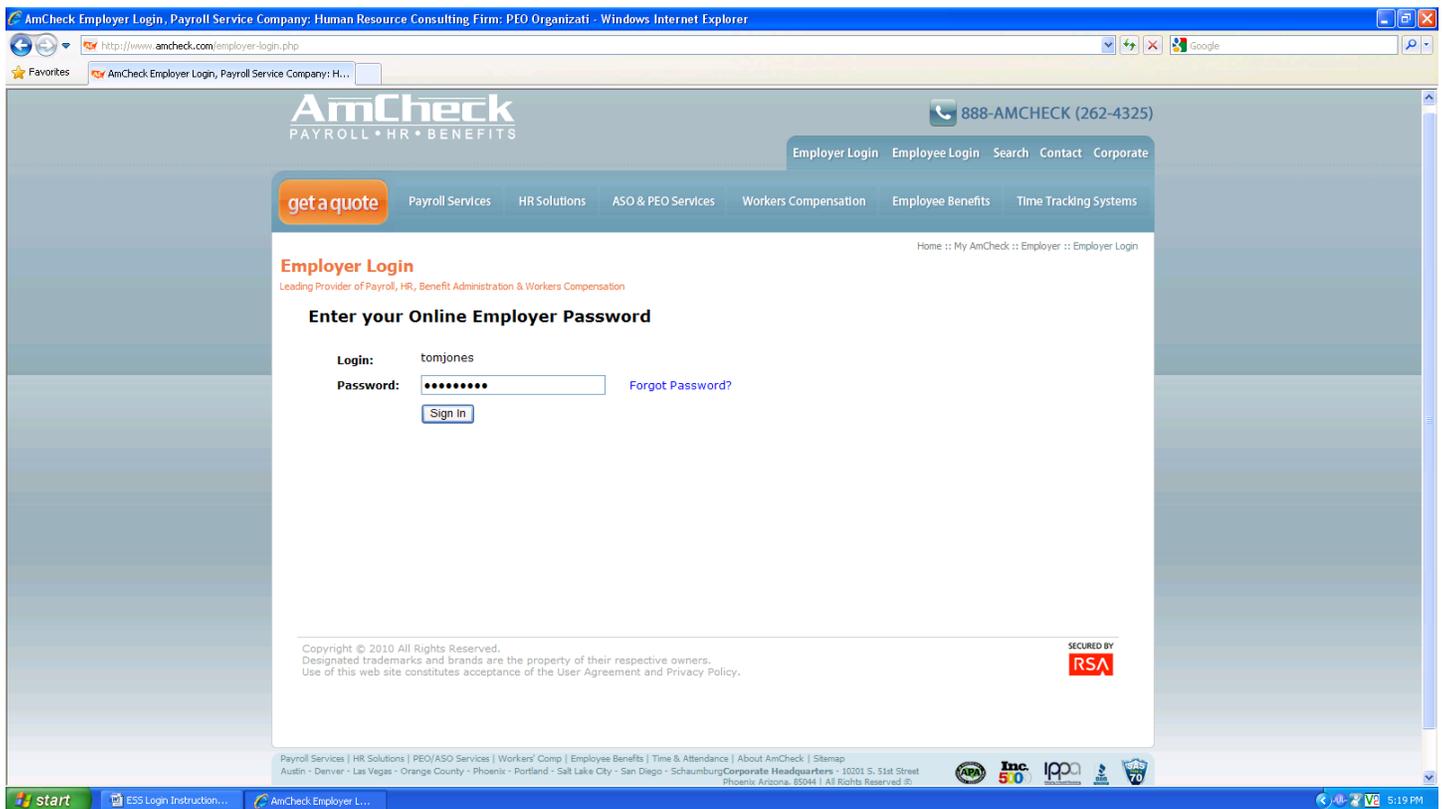
6. Create a unique Login & Password, enter your email address and supply an answer to the Secret Question. Be sure to write down your login and password. You will need this for future access to the AmCheck Employee Self Service Center. Click on “Save Changes” when complete.



7. Enter your new Login & Password, click “Submit”



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

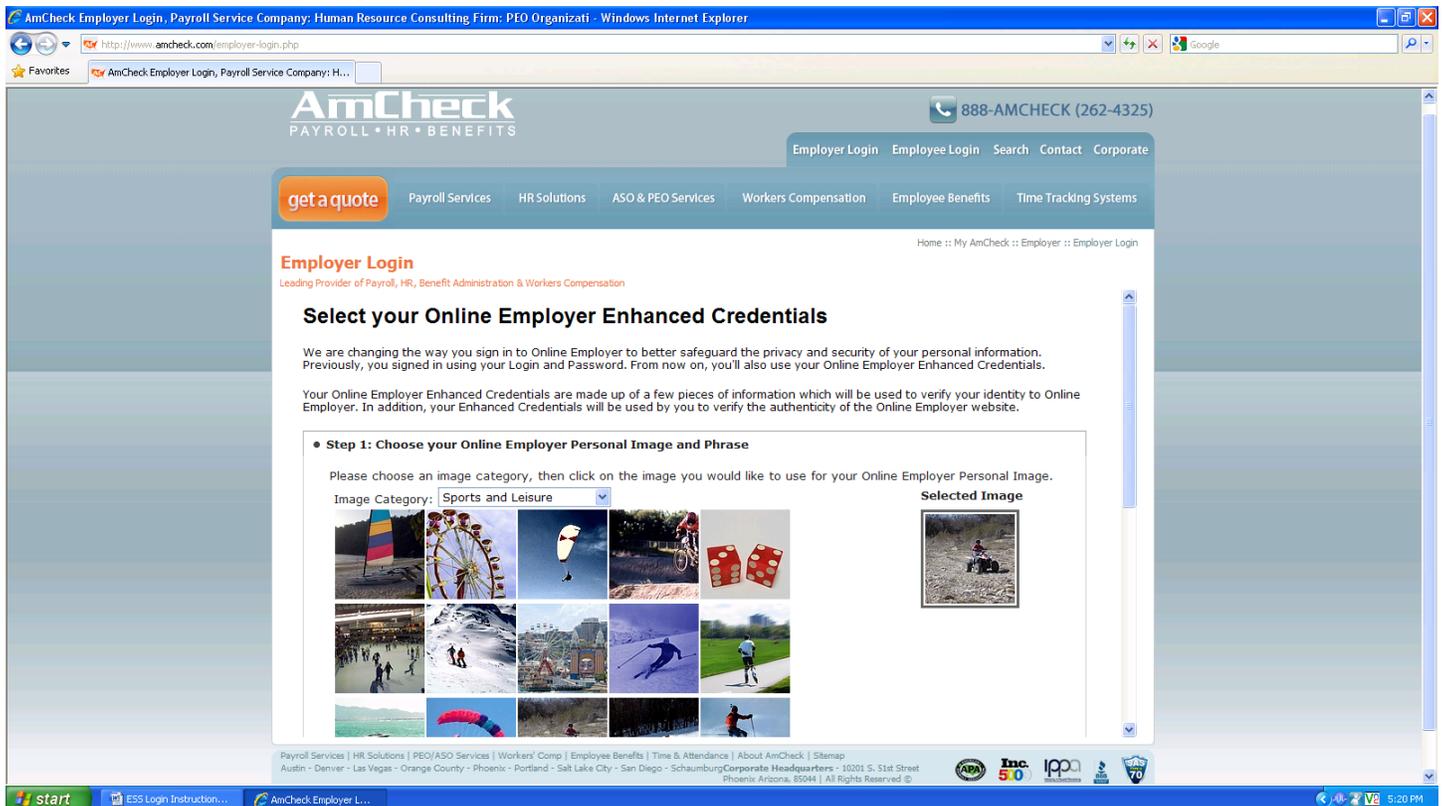


The screenshot shows the AmCheck Employer Login page in a Windows Internet Explorer browser. The page title is "AmCheck Employer Login, Payroll Service Company: Human Resource Consulting Firm: PEO Organizati". The URL is "http://www.amcheck.com/employer-login.php". The page features the AmCheck logo (PAYROLL • HR • BENEFITS) and a phone number "888-AMCHECK (262-4325)". Navigation links include "Employer Login", "Employee Login", "Search", "Contact", and "Corporate". A "get a quote" button is visible, along with service categories: "Payroll Services", "HR Solutions", "ASO & PEO Services", "Workers Compensation", "Employee Benefits", and "Time Tracking Systems".

The main heading is "Employer Login" with the subtext "Leading Provider of Payroll, HR, Benefit Administration & Workers Compensation". Below this is the instruction "Enter your Online Employer Password". The login form includes a "Login:" field with the text "tomjones" and a "Password:" field with masked characters "••••••••". A "Forgot Password?" link is next to the password field. A "Sign In" button is located below the password field.

At the bottom of the page, there is a copyright notice: "Copyright © 2010 All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this web site constitutes acceptance of the User Agreement and Privacy Policy." A "SECURED BY RSA" logo is also present. The footer contains a list of office locations: "Austin • Denver • Las Vegas • Orange County • Phoenix • Portland • Salt Lake City • San Diego • Schaumburg Corporate Headquarters - 10201 S. 51st Street Phoenix, Arizona, 85044 | All Rights Reserved ©".

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



The screenshot shows the AmCheck Employer Login page in a Windows Internet Explorer browser, displaying the "Select your Online Employer Enhanced Credentials" step. The page title and navigation elements are identical to the previous screenshot.

The main heading is "Employer Login" with the subtext "Leading Provider of Payroll, HR, Benefit Administration & Workers Compensation". Below this is the instruction "Select your Online Employer Enhanced Credentials".

The text explains the change: "We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials. Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website."

The first step is "Step 1: Choose your Online Employer Personal Image and Phrase". The instruction is "Please choose an image category, then click on the image you would like to use for your Online Employer Personal Image." The "Image Category:" dropdown menu is set to "Sports and Leisure". A grid of 15 image thumbnails is displayed, including various sports and leisure activities. A "Selected Image" box on the right shows a person sitting on a log in a natural setting.

The footer contains the same copyright notice and office locations as the previous screenshot.

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

The screenshot shows the AmCheck Employer Login page in a Windows Internet Explorer browser. The page header includes the AmCheck logo (PAYROLL • HR • BENEFITS) and a phone number (888-AMCHECK (262-4325)). Navigation links for Employer Login, Employee Login, Search, Contact, and Corporate are visible. A 'get a quote' button is present, along with a menu for Payroll Services, HR Solutions, ASO & PEO Services, Workers Compensation, Employee Benefits, and Time Tracking Systems. The main content area is titled 'Employer Login' and contains a congratulatory message: 'Congratulations! You've successfully created your new enhanced Online Employer credentials.' Below this, there is a 'Continue on to Online Employer' button. The footer includes copyright information (© 2010 All Rights Reserved) and a 'SECURED BY RSA' logo.

11. Click on Company name

The screenshot shows the AmCheck Employer Self Service Center page. The page header is identical to the previous screenshot. The main content area is titled 'Home' and includes an 'Information Center' with links for 'Tax Rate Notices/Changes - SUI and Local' and '2010 Year End Notice'. Below this is a 'Product Options' section with a search bar and a table of employee services. The table has columns for 'Code' and 'Name'. The entry 'DEM1' has the name 'LONE STAR CONSTRUCTION' highlighted with a red arrow. The footer includes copyright information (© 2003 All Rights Reserved) and a 'User Agreement and Privacy Policy' link.

Employee Services	Code	Name
	DEM1	LONE STAR CONSTRUCTION

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

Employee Services - Windows Internet Explorer
https://www.onlineemployer.com/pa_web/hr/HR_Start.aspx

AmCheck
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Call Toll Free 1-888-AMCHECK
262-4325

Employee Services

LONE STAR CONSTRUCTION
User Access: Employee
Employee: WILLIE NELSON

Information Center
No New Messages

Check View
Employee
Skills Inventory
Payroll
Timesheet
Reports
Home
Directory
Logout

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start Employee Services - ... ESS Login Instruction... 9:29 AM

CALL YOUR LOCAL AMCHECK OFFICE WITH QUESTIONS: 512-347-8866