

With payday fast approaching, I wanted to send out this special Techno Tip about EZStub. With the recent EZStub User Id conversion on April 7, 2011, it is now easier than ever to access your paycheck stub with EZStub. By following the quick and easy steps listed below, you can make sure your next/first visit to EZStub is a pleasant and relaxing experience.

**Be Prepared ... Before you access EZStub You will need:**

**CCPS Employee Id number**

Your 10-digit CCPS employee Id number (i.e. 1000#####) If you do not know your employee Id number, please see your office manager or supervisor.

**EZStub Password**

**First-time User:** Use the last four-digits of your social security number.

**Returning User:** Use the unique password you created.

**Forgot Your Password:** Enter your ezstub user Id and click on reset my password, a temporary password will be emailed to your primary email address on file; if you get an error, call the helpdesk to reset.

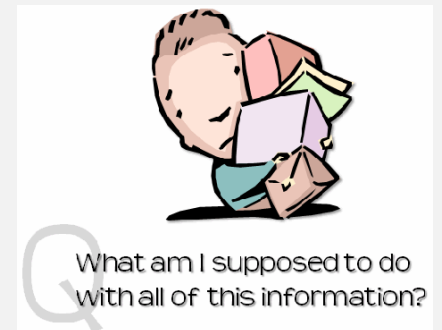
**Valid Email Address(es)**

You will need to have a valid email address on file for account management purposes (primary email address) and email notifications/delivery options. There is a difference between the two, read on.

**Primary email address** – Temporary passwords are emailed to your primary email address listed. If you have not entered a valid email address, the reset my password option will not work.

**Delivery Options/Notification email address(es)** – All notifications/documents are sent to the email address listed.

A valid email address must be entered in both locations even if the same email address is used for both options.



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Now you're ready ...

**1. Access EZStub**

Website address: [www.myezstub.com/ccps](http://www.myezstub.com/ccps) OR district website>staff tab (lady with the red scarf)>ezstub(under personnel resources)

**2. Log In**

User ID = CCPS Employee Id number (for example: 1000099999)

Password = ask yourself are you first time user, returning user, or you forgot your password? Enter according to your status.

**3. Update your Primary Email Address**

Click on Manage your account tab

Enter a valid email address in the primary email address field

Click on the Save Changes button

This will enable you to reset your password your own password as needed. Temporary passwords are emailed to your primary email address.

**4. Setup Email Delivery Options/Notifications**

Notification = You are notified when your statement is available for viewing/printing. This can be done via email or text message.

Delivery = An electronic copy of your statement will be sent to the email address of your choice. Select encrypted PDF option.

**5. View/Print your Statement**

Click on EZStub tab

Click on the blue arrow below “Click to View”. Your statement will open in a new window.

**6. Log Out**

Click logout button in the upper right corner of the ezstub banner.