

This guide provides all of the quick-start information needed to get connected, and start accessing your electronic pay stubs in no time at all. Follow the quick and easy steps outlined below to begin accessing your online documents quickly and easily.

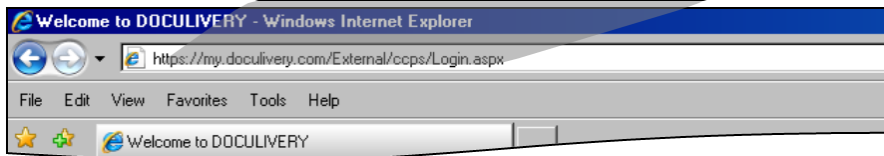
Getting Started:

1. Type the web address:

www.myezstub.com/ccps

2. Enter **your** CCPS Employee ID and **Password**.

www.myezstub.com/ccps



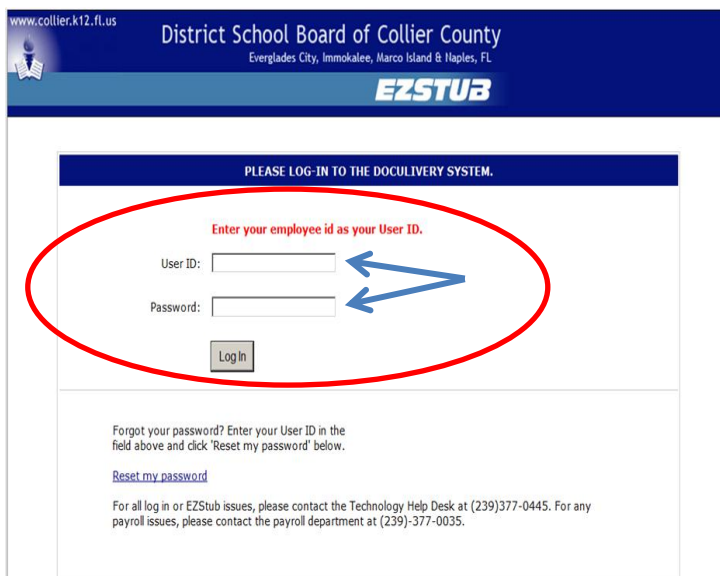
Remember, you will not be able to log into EZStub until you receive your first paycheck.

User ID: Your Employee ID can be found on your last paystub. For example, if your employee id is 1000099999, then your USERID is: 1000099999. This is NOT your social security number.

If you do not know your employee ID number, contact your Office Manager or your Supervisor.

Password: Enter the password you created. If this is your first time logging in to EZStub, enter the last four digits of your social security number. For example, if your social security number is 111223344, then your PASSWORD is: 3344.

New users or users which have had their password reset will be prompted to change the password upon initial login.



3. Click on the **Log In** button.
4. Once logged in, you will see the main screen which is organized by tabs.

1 Current list of paystubs available for viewing/printing.

CLICK TO VIEW	PAY DATE
	09/08/2006
	08/25/2006

2 Log Out – Click to exit EZStub software.

3. Email Delivery Option
 Allows you to receive an electronic copy of your statement via email.

4. Email Notification
 Allows you to receive an email notification when your statement is available for viewing/printing.

5. Text Message Notifications
 Allows you to receive a text message notification when your statement is available for viewing/printing.

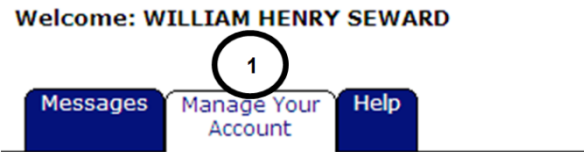
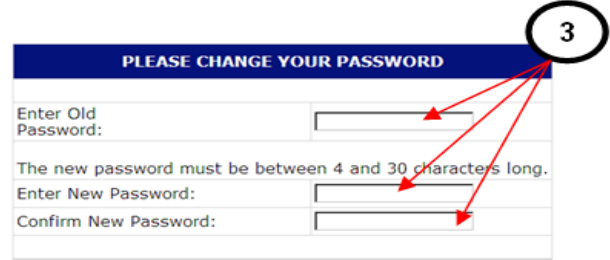
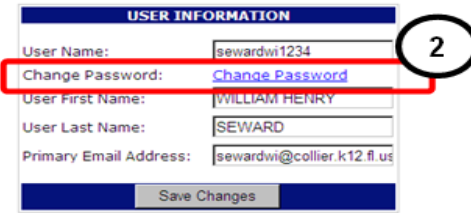
Tabs

- **EZStub** – ie home tab. Current list of paystubs available for viewing/printing. Set up menu for user notification options.
- **Messages** – Employer correspondence.
- **Manage Your Account** – Options for changing account settings such as password and primary email address.
- **Help** – List of Frequently Asked Questions and Answers.

To Change your password:

1. Click on the **Manage Your Account** tab.
2. Click on the **Change Password** link. A new window will open.
3. Enter your old and new passwords in the space provided. Enter your new password twice as requested.
4. Click on the **Save Information** button.

New users or users which have had their password reset will be prompted to change the password upon initial login.

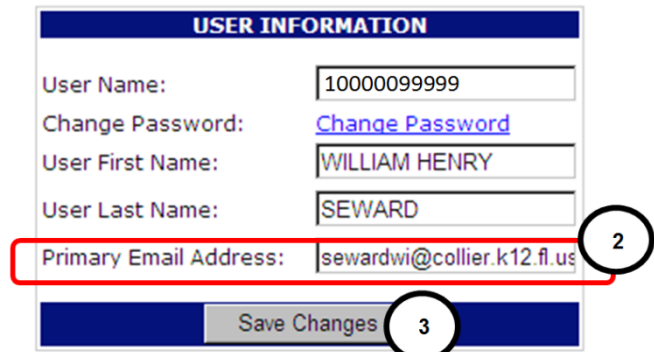


To Change or Update your Email Address:

1. Click on the **Manage Your Account** tab.
2. Enter a valid email address in the **Primary Email Address** field.

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.

3. Click on the **Save Changes** button.



To view and print your statement(s):

1. Click on the **EZStub** tab to see a list of all pay dates for which you have a paystub.
2. Click on the blue arrow below **“Click to View”**. Your statement will open in a new window.

CLICK TO VIEW	PAY DATE
	09/08/2006
	08/25/2006

NOTE:

Contact the Help Desk (239-377-0445) if you do not have an *EZStub* userid and password. For more information regarding *EZStub* software usage and setup, visit the Technology Training Website Training Tutorials *EZStub* link.