

To:
Employee Number:
From: CertiPay
Subject: Employee Self Service

We are pleased to offer easy access to payroll and benefits information through the Internet. You will be able to view information such as your address, wages, date of employment, emergency contact(s), federal and/or state tax elections, benefit elections, check history and W2 history, in addition to printing your paycheck stub and W2 copy.

Follow these guidelines to access the new Employee Self Service site. If you have any access questions please contact **your payroll administrator**.

1. Either type or copy and paste this link into your web browser address line:
www.mycertipay.com
2. When connecting to Employee Self Service for the first time you need to create your user name and password for accessing Employee Self Service. Click on the New Employee Registration tab or New Employee Registration link.

The screenshot shows the CertiPay website interface. At the top left is the CertiPay logo. To the right of the logo is the text 'Payroll & Human Resources Services'. Below this is a navigation bar with two tabs: 'Home' and 'Employee Registration'. The 'Employee Registration' tab is highlighted. Below the navigation bar, there are three input fields labeled 'Company Code:', 'User Name:', and 'Password:'. Below these fields is a 'Log In' button. At the bottom of the page, there are three links: 'New Employee Registration', 'Forgot Password?', and 'Forgot User Name?'. Two red arrows point to the 'Employee Registration' tab and the 'New Employee Registration' link.

3. Populate the following fields
 - a. **Company Code** =
 - b. **Employee Number** = enter your employee number
 - c. **SS Number** = enter your social security number (no dashes)
 - d. **User Name** = create your user name; must be between 4 and 20 characters long, can not include any spaces and can be all letters, all numbers or a combination of both. (Example: jsmith)
 - e. **Password** = create your password; must be alphanumeric, between 6 and 10 characters long and can not include any spaces (Example: smith123)
 - f. **Confirm Password** = reenter password

- g. **Email** = enter your email address
- h. **Security Questions** = using the drop down field, choose a security question. In the field below the question you will enter the answer. This must be completed for each question
- i. **Enter the following text** = random words and/or letters will auto create that you must reenter in the field provided for security purposes

Please complete the information below to activate your account:

Company Code:

Employee Number:

Social Security Number:

User Name:

Password:

Confirm Password:

Email:

Security Questions:

Enter the following text:

Monasticon, bardasio

stop spam.
read books.

- 4. Click on the Submit button
- 5. On the next screen you will receive a message stating that your registration is complete. Click on “ here” link to continue to the Employee Self Service Home page
- 6. On the Home page populate the following fields and click on the Log In button
 - a. **Company Code** =
 - b. **User Name** = enter User Name
 - c. **Password** = enter Password