Viewing your Pay stubs through the Web

1) Estub website: <u>https://estub/</u>

2) Log in using your employee ID and NT password

C Login Credentials - Windows Internet Explore			- 2 🛛
🚱 🗢 🖉 https://estub/login.aspx		🏴 💌 🔒 🚱 🗙 🔎 Live Search	P •
Ele Edit View Favorites Iools Help			
🔶 Favorites 🛛 🚔 🙋 Free Hotmail 🙋 Web Sice Galler	-		
Cogin Credentials		🏠 🔹 🔂 🕤 🖃 🖶 👻 Page 🔹 Safety •	Tools • 🕢 • »
Cripps Document S	Self-Service		
Login credentia use your Active 'Content Tool' - I	s are needed to access Document Self-Service. Please Directory login credentialsthis can be changed in the ogin page		
	Username: Password: * Credentials are case sensitive Login		
Done		Succal intranet	• 🔍 100% • 🛒

3) The welcome page will come up.

a. Click on the "My Paystubs" link on the left-hand corner.

C Welcome to Document Self	Service - Windows Internet Explorer		- ē 🔀 I
💽 🗢 🔊 https://estub/dg	t/docgrouptypes.aspx	🖌 🔒 🐓 🗙 👂 Live Search	• ٩
<u>File Edit View Favorites To</u>	ols <u>H</u> elp		
🚖 Favorites 🛛 🚖 💋 Free Hotm	all 🖉 Web Slice Gallery 🔹		
🥖 Welcome to Document Self-Servi		👌 • 🖻 · 🖻 🖶 •	' <u>P</u> age + Safety + T <u>o</u> ols + 🕢 + 🎽
⑦ Scripps	Document Self-Service	Logout 146073	
	We	lcome Marites Lalangan!	
Home My Delivery Settlings Paystubs web V/2 Authorized View My Documents My Paystubs My V/2 Logout Goto Administrative Tasks Document Self-Service powerd by: MHC SOFTWARE, INC. © 2012 MHC Software, Inc.	Welcome to Scripps Document Self-Service! Scripps is giving you the opportunity to receive your documents via the web. You will receive emails notifying you of when new information is available on our website. Thanks for using Document Self-Service!	of	
Done		Second Intrane	t 🥠 • 🔍 100% • .:
			100 2777

4) To view a PDF file of your pay stub, click on the magnifying lens. Your pay stub will appear on a separate page where you can view, print or save it to a PDF file.

🥖 My Paystubs Documents -	Windows Internet Explorer				- 7 🛛
🚱 🕞 💌 👔 https://estub/user/view_user_documents.aspx?dgid=UG6wZAbLFx1%3d8typeid=UZhlc5w78mc%3d				🏴 🖌 🔒 🐓 🗙 🔎 Live Search	•
<u>File Edit View Favorites To</u>	ools <u>H</u> elp				
🚖 Favorites 🛛 👍 🙋 Free Hotm	nail 🙋 Web Slice Gallery 🝷				
6 My Paystubs Documents				🟠 🔹 🔂 🐇 🖃 🖶 Page 🔹 Safety	• T <u>o</u> ols • 🕢 • »
C• Scripps	Document Self-Servic	e		Logout 146073	~
				Welcome Marites Lalangan!	
Home	My Paystubs Documents			Home > My Paystubs Documents	
My Delivery Settings Paystubs	Please click the Preview icon to vi You may review the disclosure in	ew your pay stub. If there is a disc the future by selecting the disclosu	losure available, it will display before yo re link at any time.	our pay stub opens the first time.	
W2				Delivery Options	
 Authorized 	Document Date	Document #	Doc Type	View	
View My Documents	9/28/2012	02925765	Direct Deposit	0	
My Paystubs My W2	9/14/2012	02913214	Direct Deposit		
Logout	8/31/2012	02900750	Direct Deposit		
Goto Administrative Tasks					
Document Self-Service powered by: MHC SOFTWARE, INC. © 2012 MHC Software, Inc.					
Done				S Local intranet	• @ 100% • ·

Important Note: Do NOT use the Internet Navigation Buttons (i.e. back and forward) and always Logout of EStub when you are finished by clicking on "Logout" on the bottom left under My Paystubs and My W2. Do NOT simply click the red X to exit. This could result in multiple sessions open for you and prevent you from re-entering the application.