

Easy Setup



STEP 1: Employee Portal Login *****After your first Direct Deposit*****

You can access your account from any Internet connected computer by typing the website <https://www.my-estub.com> into the address bar.

- Click on **Employee Portal**.
- Enter your **UserID:** **GSI + Employee Number + First 4 Letters of your First Name**
- Enter your **Default Password:** GSI001S

STEP 2: Create your own Secure Password

To format your new password, use following guidelines:

- Between **8 – 20** Characters
- At least **1 Capital Letter**
- At least **1 Lowercase Letter**
- At least **1 Number**
- Must have **1 Special Character:** !@#\$%^&*()-=+.,/<>?
- *Your New Password is Case Sensitive to assist in keeping your information secure.*

STEP 3: Choose your Security Questions

- Click on the **Choose a question** drop down menu to choose from the list of questions.
- Once you select your question, type your answer in the **Security Answer** box below.
- Repeat the same for the **Second Security Question** and click **Next**.

STEP 4A: Choose your Email Delivery Options

You have the option to receive email alerts notifying you when your pay stub is ready to view. We can also send your stub as a secure, password protected PDF file to your email.

- Choose **Email**.
- Enter your email address.
- **Confirm Email Address**.
- Click **Submit**.
- **An email has been sent to the address with a confirmation code.**
- Confirm your email address by copying the code and pasting in the **Confirmation Code** box.
- **HINT: Check your Spam or Junk folders for the confirmation email. XY67DF@.^%&**
- Click **Ok**.
 - Enter another email address in **Secondary Email Address** and **Confirm Email Address**.
 - *–or–* Select **No 2nd Email**.
 - Click **Finish**.
- Choose one of the following options:
 - *Do not send my stub, notify me when it's available or,*
 - *Send my stub as a password protected PDF file.*
- Click **Next**.

STEP 4B: Choose your W2 Delivery Options

You have the option to receive your W2 online.

- If you'd like to receive your W2 online to view and print at your leisure:
 - Choose **Yes**.
 - Click **Review Consent Policies**.
 - Read and scroll down to the bottom of the page.
 - Click **Consent**.
 - Verify your Social Security Number using the numbers across the top of your keyboard.
 - **HINT: Use your tab key to move through the fields.**
- If you do not wish to receive your W2 online and would like it printed and mailed to you:
 - Choose **No**.
 - Click **Next** to move on.

STEP 5: Choose your Text Message Notifications

If you'd like to receive your pay information directly to your cell phone:

- Choose **Activate Text Message Notifications**.
- Pick up to **6** Options.
- Select your **Cellular Provider**.
- Enter your **Cellular Number**.
- Click **Finish!**

STEP 6: View your Pay Stubs

- Your **Electronic Pay Advice Listing** is a menu of all your available pay stubs.
- Each pay stub is listed on your account for 36 months or as long as your company partners with us.
- To select a stub to view, click on the **blue Trans ID** number next to the **Payment Date**.