Easy Setup

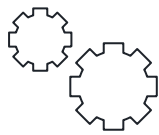**STEP 1: Employee Portal Login ***<u>After your first Direct Deposit</u>*****
You can access your account from any Internet connected computer by typing the website
https://www.my-estub.com into the address bar.

- Click on **Employee Portal**.
- Enter your **UserID**: **GSI + Employee Number + First 4 Letters of your First Name**
- Enter your **Default Password**:   GSI001$

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**.

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