

Access Your Employee Information in 4 Simple Steps:

1 Go to **WWW.MYPAYPLEASE.COM** and click **Register**

2 Enter your personal information and create a **User Name** and **Password**

3 Return to **WWW.MYPAYPLEASE.COM**

- ▶ Enter the **User Name** you just created and click **Continue**
- ▶ Enter the **Password** you just created and click **Continue**

4 Once you are logged in, select the **Inquiries** menu on the left side to view your personal information and employee documents.

