ezPayPlus™
Employee Access Instructions

1 **Connect to ezPayPlus™**

Using your web browser, connect to :

www.employersresource.com

Hover your mouse over the "Employee Home" menu item, and select "EZ Pay Plus" under "My Payroll Information" from the drop-down menu that appears.

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2 **Create your ezPayPlus™ User Account**

A. To create an ezPayPlus™ user account, click the First Time Login option as shown on the right.

B. On the First Time Login screen, click the Click here link next to "Create your own Personal ID and password online." NOTE: You must complete this step before you can access information from ezPayPlus™ .

C. Enter the information as required on the screen to your right:

Social security number (without hyphens)

Date of birth (include slashes)

Personal ID (this can be left blank and the system will use your social security number).
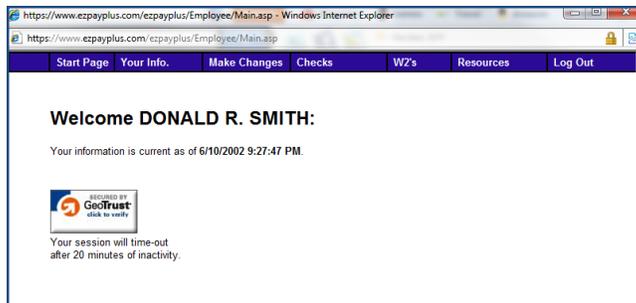
Create and re-enter your *Password*.

Next Page Contains Additional Instructions including Paycheck and W2 Access!

3 Access Your Information

Once logged in, there will be a confirmation screen with your name. Access your information from the purple navigation bar at the top. Hover over "Your Info" to see the drop down options:

Your Profile: Your name, employer, pay rate, address and contact information

YTD Info: Aggregated payroll information listed by year of employment

Direct Deposit: Your current direct deposit information (bank, account number, etc.)

Tax Settings: Federal withholding status, exemptions and additional withholding

Benefits Info: Information about your employer's sponsored benefits (if applicable) and your beneficiaries.

Paid Leave: Information related to accumulation of paid leave such as vacation and sick pay (if applicable).

4 Access Your Paycheck Stubs

To access your paycheck stubs, hover over "Checks" on the purple navigation screen on the top, and select the year that corresponds with the paycheck you wish to view. Then select the specific paycheck from the dropdown window at the top of the screen.

Once you have accessed a specific paycheck stub, you will see a "Print" button on the lower left that generates a PDF copy of your check to send or print.