

Instructions for Online Payroll System

1. Go to:

<https://services1.primepay.com/3E/useraccess/1639025>

2. Insert Verification Key
 - a. Verification Key is located on Paystub
 - b. XXX-XXXX-XXXX-XXXX
3. Create Username, Password, and Security Questions
4. Follow online screen instructions
 - a. Log in with username and password

Online payroll system gives you access to:

- Paystubs
- W-2 Information

Administrator can only access your **TWO** most recent paystubs

- Keep track of this login information!
- **Only you can access the information past TWO pay periods**