



# Employee Self Service - Quick Start Guide

Company ID: \_\_\_\_\_ Company Name: \_\_\_\_\_

## Access Employee Self Service



Google Play

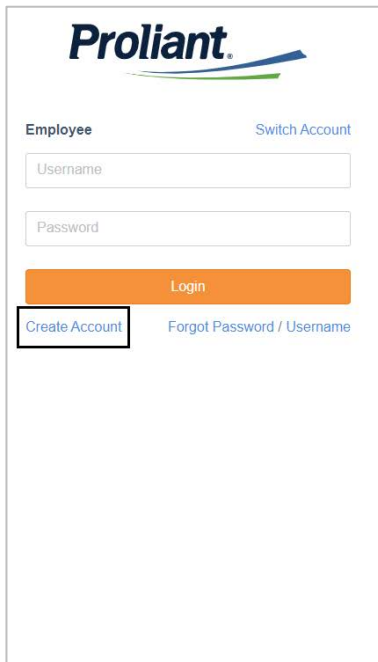
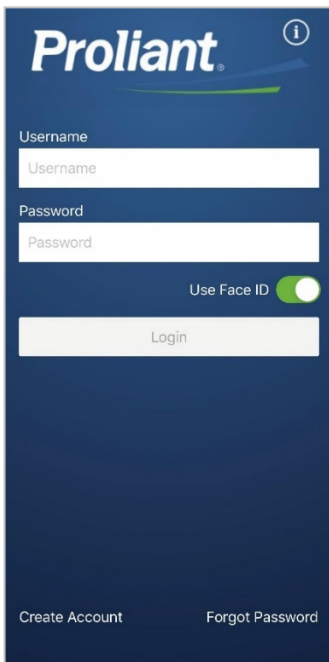


Apple App

Employee Self Service can be accessed via a web browser, or mobile app. Access Employee Self Service on any device via the web at <https://www.readypayonline.com>. Use your smart phone to scan these QR codes to download the Proliant Mobile app, available from either [Google Play](#) or the [Apple App store](#).

## Create an Account

The first time you access Employee Self Service you will need to create an account. You can create an account via the mobile app or web browser.



From the mobile app select **Create Account** in the lower left-hand corner of the screen, if accessing via the web click the option that says **Create Account** below the login button.


1. Enter your Company ID: \_\_\_\_\_ and personal information to register. If you are unsure of your Company ID, ask your company's administrator.
2. Create your username. The username you create must be unique across all Proliant users. Your personal email address is a great option for a unique and easy to remember username.
3. Create your password. Your password must be at least 6 characters and have at least one number or special character.
4. Next you will be prompted to validate your email address and your account registration is complete.
5. Upon first login you will be required to set three security questions. These can be used to recover your password if you forget it.

## Navigate Employee Self Service


The mobile app and web browser provide access to view and edit personal information. Once logged in, you will find pages containing your Direct Deposits, Demographic Data, Check History, W-2's and more. If you are unable to edit your personal information please contact your system administrator.

## Access/Print Check History

**Mobile App:** Once logged into the app, select **My Pay**. Here you will find your current check break down including check date, net and gross amounts, taxes, and other deductions applied to the check.

To obtain a printable version of your check stub, select the  in the upper right-hand corner. Enter your email address and click send. A PDF copy of your selected check will be emailed to the email address entered.

**Web Browser:** Once logged in online, hover your mouse over **My Info | Paychecks/W-2** and select **Check History**. Select a row to review the applicable check details on the lower portion of the screen.

To obtain a printable version of your check stub, select the  icon next to the desired check. A PDF of that check stub will open up in a new window. Be sure you do not have pop-ups blocked for readypayonline.com. You can also select multiple checks from this screen and choose [Compensation Detail Report](#)

## Enroll in Electronic W-2's

You have the option to receive your W-2's online. Enroll via the mobile app or web browser.

**Mobile App:** From the app select **W-2**. Review the disclosure information and select [Click to Enroll](#) in the lower left-hand corner. You will now have access to your W-2 from this screen as soon as it is released each year.

**Web Browser:** Upon logging in online, hover your mouse over **My Info | Paychecks/W-2** and select **W-2 / 1099**. Review the disclosure information and select [Click to Enroll](#) at the bottom of the page. You will now have access to your W-2 from this page as soon as it is released each year.

## Enroll in Email Notifications

You have the option to receive an email notification each time you get a new paycheck. Enroll via the web browser.

**Web Browser:** Upon logging in, hover your mouse over **My Info | Paychecks/W-2** and select **Statements / Notifications**. Review the disclosure information and select [Click to Subscribe](#) in the lower right-hand side of the page. You will receive an email notification each payday. Note: This email will include a PDF copy of your paystub only if your admin has activated this option.