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**MEMORANDUM**

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**DATE:** 2/15/2012  
**TO:** ALL CITY EMPLOYEES  
**FROM:** FINANCE OFFICE  
**RE:** UPDATED INSTRUCTIONS FOR PAY STUBS ONLINE

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Access your online pay stub via the internet by entering the URL

**<https://www.atsprintfreedom.com>** in your web browser

Once you have reached the Print Freedom website, please do the following:

- 1) Enter your Access ID, User Name and Temporary Password
  - i. Access ID: **Fargo**
  - ii. Username: **firstname.lastname**
  - iii. Password: **Last 4 digits of employee social security number**
- 2) You will be prompted to change your password when you log in for the first time. Write down your new password and store it in a safe place. New passwords are case sensitive. They must be a minimum of 7 characters with at least one numeric digit. The following characters are not accepted by the system: = (equal sign) ' (single quote) > (greater sign) or < (less than sign)
- 3) After logging into the pay stub system please add your email address by choosing "Update my Email". "Update My Email" is located on the left side of the online pay stub screen. This email address can be any email address you have access to. Should you forget your login password in the future, the email address you provide will allow the system to email you the reset password value. If you do not enter in an email address there may be delays in receiving your new password as it will be sent to the Finance Office first.
- 4) Select 'My PayStub'. Then click the "Pay Date" column to view your electronic pay stub. **You will be prompted to enter in a password to open the PDF. This password will be the last 4 digits of the employee's social security number. Please note this password will always remain the same.** You will need Acrobat Reader installed on your computer to view the pay stub. A link to download Acrobat Reader for free is provided for your convenience once you log in.

Should you have any questions regarding this process please contact the Finance Office at 241-1528, 241-1305, or 241-1358. Assistance can also be received by emailing [paystubs@cityoffargo.com](mailto:paystubs@cityoffargo.com)