

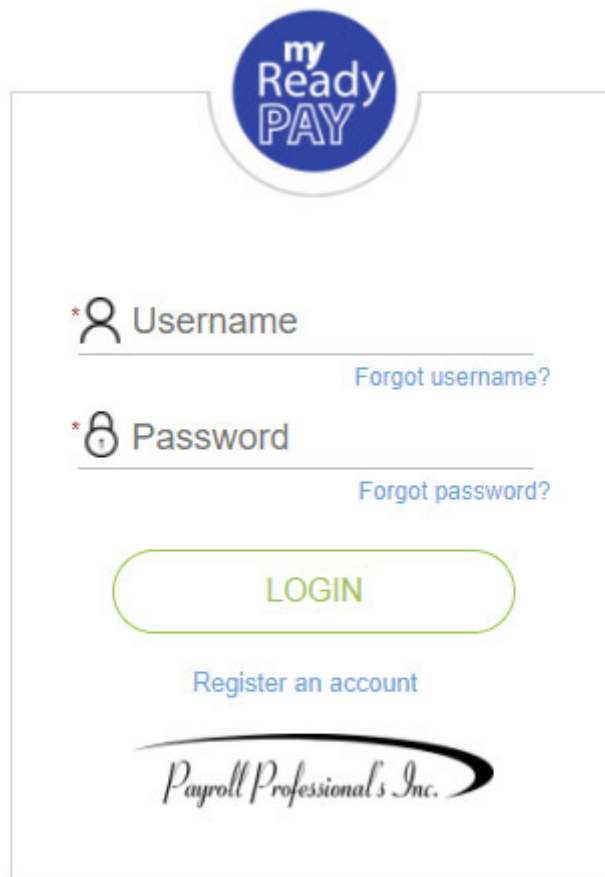
Employee Self Service(ESS) Kiosk

Electronic Payroll Statement Enrollment

1. Visit the below website to login

<https://ppo.payrollproinc.com/Kiosk/Login/Login.aspx>

2. Login to your account



my Ready PAY

* Username [Forgot username?](#)

* Password [Forgot password?](#)

LOGIN

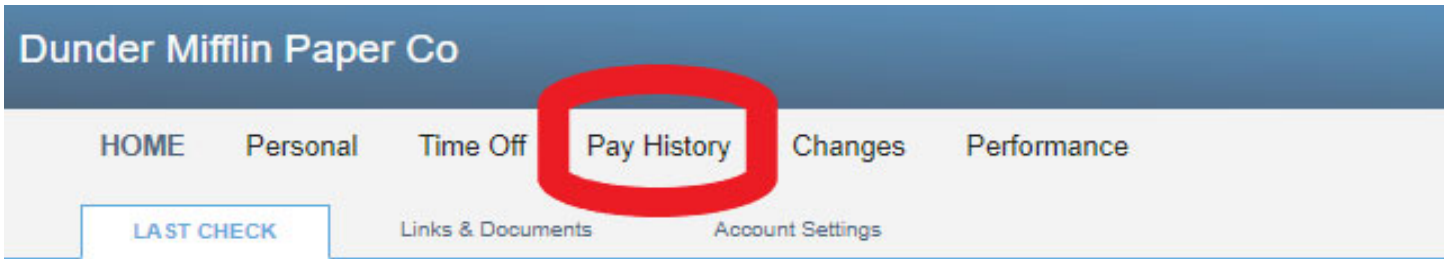
[Register an account](#)

Payroll Professionals Inc.

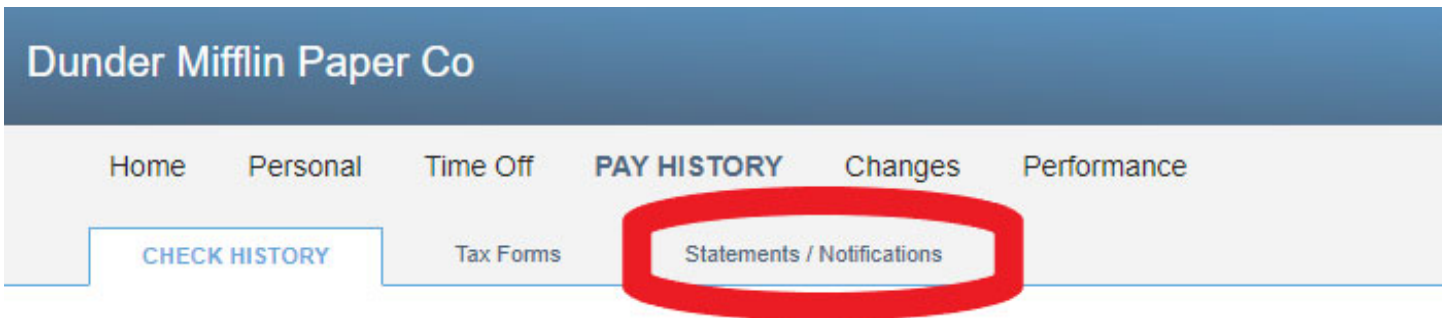
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1.7.3.0

3. Click on the 'Pay History' tab



4. Click on the 'Statements/Notifications' tab



5. Click on 'Enroll' under the Electronic Direct Deposit Vouchers section

Doing this will automatically subscribe you to receive a notification email when a new pay stub is available. If you do not want to receive this notification, simply Unsubscribe from that notification.

ELECTRONIC PAYROLL STATEMENT ENROLLMENT

Important Disclosures

Please ensure you read and understand these disclosures prior to opting in for electronic paystubs.

What is a Direct Deposit Voucher/Statement? Each pay period you are paid, you receive a document outlining the wages and benefits paid. This document is either a paycheck or a voucher. If any of your net pay is paid via check, then it is considered a check, otherwise it is a voucher.

Physical Check You will always receive a physical check anytime your paycheck is not 100% Direct Deposit.

Hardware and Software Requirements In order to access and print your pay stubs you will need a computer with a connected printer and with access to the internet. You will also need the Adobe Acrobat Reader software (v 5.0 or higher).

Restrictions / Limitations The only requirement for you to be eligible is that 100% of your paycheck must be direct deposited into one or more of your bank accounts. If you do enroll and your paycheck is not allocated 100% to direct deposit, you will continue to receive a physical check.

Additional Information If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked below. Any modifications to your election status will take place on the 9/4/2020 check date.

Instructions Use the button below to update your election status for electronic voucher's as well as receiving email notifications when your statement is available.

Electronic Direct Deposit Vouchers Authorize to receive pay stub electronically. <input type="radio"/> NOT Enrolled <input type="button" value="Enroll"/>
Notifications Receive email when new pay stub is available. <input type="radio"/> Unsubscribed <input type="button" value="Subscribe"/> <input type="button" value="View My Pay Stubs"/>

Congratulations...you have now signed up to receive your pay stub electronically.