

E-Stub Instructions

1. Go to www.kqps.net
2. Click on E-Stub Link under Quick Links
3. Click the link https://eservices.kingandqueenco.net/bai_software/bai_admin/login.aspx
4. At the log on screen type PAYDAY250 (all caps) for both the User Name and the Password, and then click the Login button. You will not need to enter the Company Number '250' This User Name and Password provides access to the system and will not change.
5. Under Options, at the bottom left corner, click on E-Pay Stubs
6. Before you can access the system you must create a PIN. The PIN will be e-mailed to you after creation, so it is highly recommended that you NOT use our network password as your PIN.
7. On the screen locate this sentence, To create a PIN or for other PIN options click [here](#), and click on the work "here". You will also use this to change your PIN or your e-mail address, or if you forget your PIN.
8. Select the option to Create a New PIN. Fill out the information requested in all the fields. Please note: your PIN is case sensitive. You may enter any email address.
9. Click on return to processing and enter your last name and your newly created PIN. You may now select the pay date that has the information that you wish to view or print.
10. When finished click on Log Out at the top of the screen.