

# Lancaster County Public Schools

*“Learning Today, Leading Tomorrow”*

## E-PAY Instructions

### First Time User Set-Up/Reset User Set-Up

1. [https://egov.lancova.com/BAI\\_Software/BAI\\_Admin/login.aspx](https://egov.lancova.com/BAI_Software/BAI_Admin/login.aspx)
  - a. Type in the user name: epay003
  - b. Type in the password: epay003 (case sensitive)
2. Click Login
3. Click on “E\_PayStubs” in the lower left corner of the screen.
  - a. In upper right part of screen, Click on “to create a PIN or for other PIN options, click here”
  - b. Click on Create a New Pin
    - i. Enter all the information on the screen and press the “Submit” button.  
(You will need this PIN each time you login in)
  - c. Click “Return to Processing”
  - d. Enter your last name, date of birth and PIN click on Submit
4. The next screen lets you do the following:
  - a. You can use the “position to check date” box to select a date, or
  - b. You can click on select next to the date and see the detail for that pay period

### After The Initial Set-Up Login

1. [https://egov.lancova.com/BAI\\_Software/BAI\\_Admin/login.aspx](https://egov.lancova.com/BAI_Software/BAI_Admin/login.aspx)
  - a. Type in the user name: epay003
  - b. Type in the password: epay003 (case sensitive)
  - c. Click on the link for “E\_PayStubs”
  - d. Type in your last name, date of birth and PIN

If you forget your PIN, contact Amanda Molineaux [amolineaux@lcs.k12.va.us](mailto:amolineaux@lcs.k12.va.us) or ext 1005

### View W-2

1. [https://egov.lancova.com/bai\\_software\\_admin/login/aspc](https://egov.lancova.com/bai_software_admin/login/aspc)
  - a. Type in the user name: epay003
  - b. Type in the password: epay003
  - c. Click login
  - d. Click the function drop down box and select W2’s
  - e. The option section will update, then select print individual W2
  - f. Type in last name, DOB and PIN
  - g. Click continue