

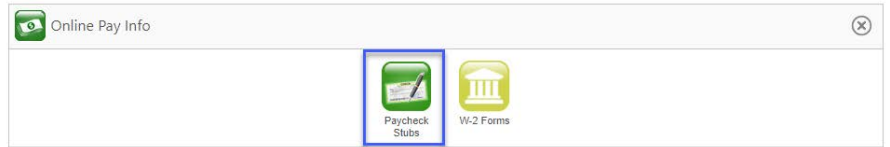
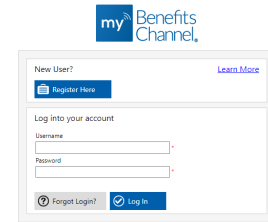


# Online Paycheck Stub App

## How to View Your Paycheck Stubs

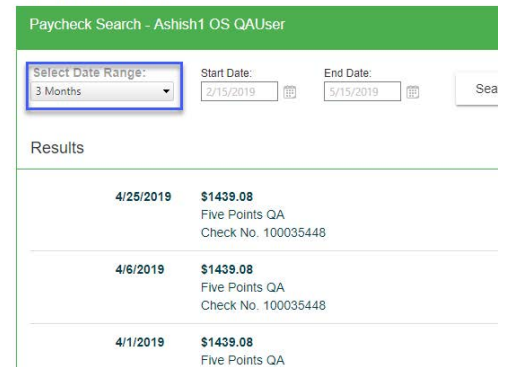
Follow these easy steps to view your paystubs in your MyBenefitsChannel account!

- ▶ Log-in to [www.mybenefitschannel.com](http://www.mybenefitschannel.com) using your username and password
- ▶ First time user? Click the "Register Here" button on the log-in page
- ▶ Once you are logged in, navigate to the Online Pay Info app dashboard, then click the Paycheck Stub app icon



- ▶ The Paycheck Stub app displays the check date, number and amount for checks within the last 3 months by default
- ▶ To view checks from other dates, adjust the start/end date(s) and click "Search"
- ▶ Click the paycheck stub to view it!

### \$ Paycheck Stubs



- ▶ Once the paycheck stub opens, you will be able to see all the details for your paycheck, just as you would on a paper stub
- ▶ *Please note: your electronic paycheck stub may look somewhat different from your paper stubs, this is normal*
- ▶ To print you paycheck stub, click the "Print" icon in the upper right corner of the screen
- ▶ Click the "Close" button in the lower left corner of the screen to return to the paycheck stub list view

**\$ Paychecks**

Abrams, Wylan R  
730 Kimberly Drive  
Columbia TN 38401

Sample Government  
716 Armstrong Lane  
Columbia TN 38401

Employee Number: 1214  
Check Number: 1158  
Check Date: 11/19/2018  
Pay Period End Date: 11/19/2018

Hours/Days	Rate	Current	YTD	Pre Tax Deductions	Current	YTD
Hourly	24	\$22.42	\$538.08	TCS-Resire Code 51 - Excl Police	\$0.00	\$0.00
Holiday	16	\$22.42	\$358.72	Total	\$0.00	\$208.00
Vacation Pay	40	\$22.42	\$896.80			
<b>Gross Pay</b>		\$1,793.60	\$28,824.60	<b>Post Tax Deductions</b>	<b>Current</b>	<b>YTD</b>
Fit		\$120.96	\$1,850.02	Total	\$0.00	\$0.00
Medicare		\$26.01	\$415.09			
Social Security		\$111.20	\$1,774.85			
<b>Net Pay</b>		\$1,535.43	\$24,484.30	<b>Check Summary</b>	<b>Current</b>	<b>YTD</b>
				Gross Pay	\$1,793.60	\$28,824.60
				Taxable Gross	\$1,793.60	\$28,824.60
				Net Pay	\$1,535.43	\$24,484.30
<b>Leave Type</b>	<b>Earned</b>	<b>Taken</b>	<b>Balance</b>	<b>Electronic Funds Transfer</b>		
Annual	0 Hours	0 Hours	110 Hours	Old History Credit Unit	Checking	\$1,535.43
Personal	0 Hours	0 Hours	1 Hours			
Sick	0 Hours	0 Hours	26.8 Hours			

Close

For help, call us at 800.435.5023 or email us at [support@mybenefitschannel.com](mailto:support@mybenefitschannel.com)

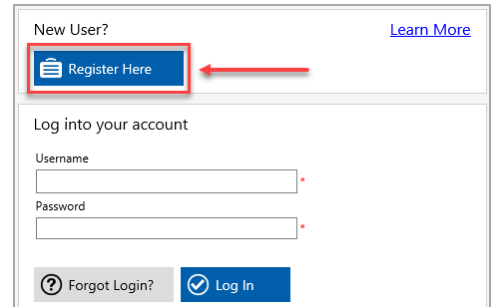
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## Accessing Your MyBenefitsChannel Account

### Step 1: Go to MyBenefitsChannel.com

- From any computer, visit [www.mybenefitschannel.com](http://www.mybenefitschannel.com)
- To register and create your username and password, click **Register Here**.
- Your username and password are secure and are not shared with anyone, even your employer.



New User? [Learn More](#)

**Register Here**

Log into your account

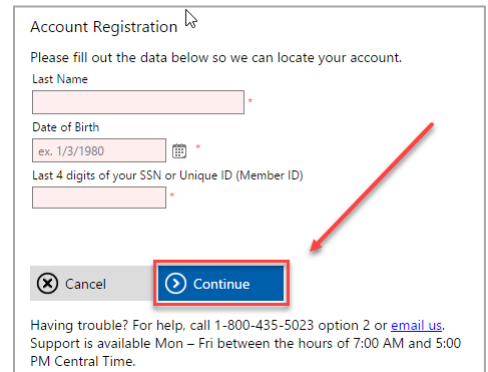
Username

Password

Forgot Login?  Log In

### Step 2: Register & Create your Account

- Enter your Last Name, Date of Birth, and Last 4 digits of your SSN or Unique ID (Member ID).
- Click **Continue**.
- On the next screen, you will need to review the Terms & Conditions: check the box indicating your agreement, and click **Submit Agreement**.



Account Registration

Please fill out the data below so we can locate your account.

Last Name

Date of Birth  ex. 1/3/1980

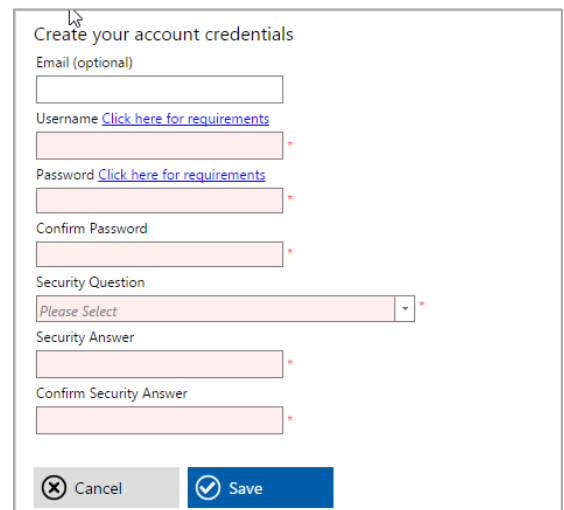
Last 4 digits of your SSN or Unique ID (Member ID)

Cancel  **Continue**

Having trouble? For help, call 1-800-435-5023 option 2 or [email us](#). Support is available Mon – Fri between the hours of 7:00 AM and 5:00 PM Central Time.

### Step 3: Create your username and password

- Be sure to enter the email address you use most frequently. When you have secure messages or employer-sponsored activities to do you will receive a notification to the email address you enter on this page. Your email address is **secure and will not be shared** or sold, and will only be used for employer-related business.
- Your username and password must be at least 8 characters and cannot contain special characters like <, >, ', ", and &. Using your email address as your username is recommended.
- Password must be at least 8 characters with at least 1 upper case letter (A-Z), at least one lower case letter (a-z), and at least 1 digit (0-9).
- Cannot contain special characters, your first name, last name or username. Cannot contain certain common passwords or any of your previous 3 passwords.
- Choose a security question and answer to use if you need to recover your username and password.
- You will use the same username and password to log-in to MyBenefitsChannel and the My Wellness Station biometric data upload application (if applicable).
- Click **Save**.



Create your account credentials

Email (optional)

Username [Click here for requirements](#)

Password [Click here for requirements](#)

Confirm Password

Security Question  Please Select

Security Answer

Confirm Security Answer

Cancel  **Save**

**Congratulations, you've logged in!** Please explore all that MyBenefitsChannel has to offer!

**Need help or have questions?** Contact MyBenefitsChannel at 800.435.5023. We will be glad to help!