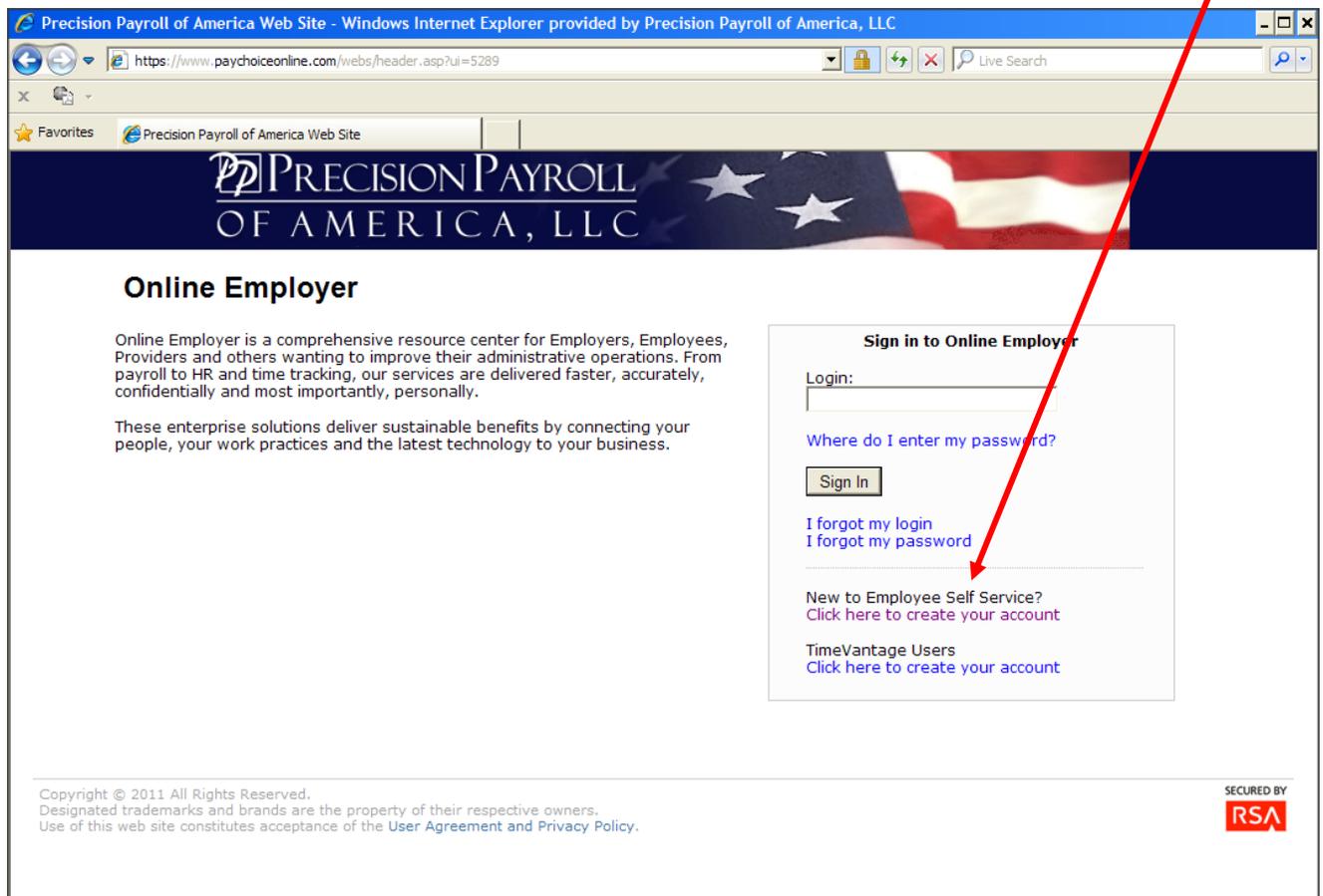


# **Employee Login for ESS-CVO**

One of the primary benefits of the Employee Services Module – Check View Only (ESS-CVO) is to allow you (*the employee*) to log into the site under your own unique username and password assigned to only your information. This will allow you to see your check stub each time you are paid.

## **How to Enroll Yourself**

You will need to go to [www.precisionpayroll.com](http://www.precisionpayroll.com) and click on the “Employee Services” tab at the top. When you go to create your login for the first time, you will need to click on the “**Click here to create your account**” link at the bottom.



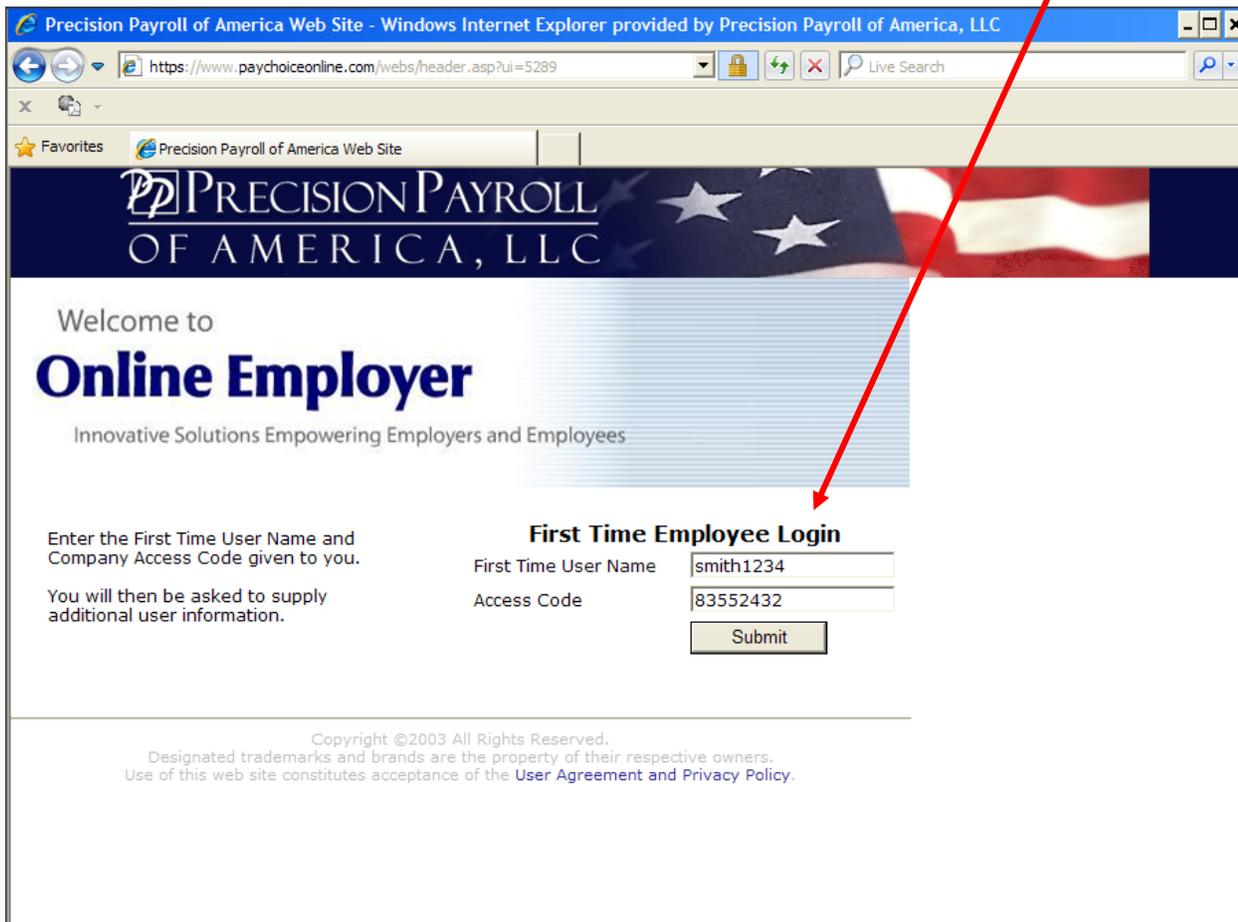
The screenshot shows a web browser window with the URL <https://www.paychoiceline.com/webs/header.asp?ui=5289>. The page header features the Precision Payroll of America logo and an American flag. The main content area is titled "Online Employer" and includes a description of the service. A "Sign in to Online Employer" box contains a "Login:" field, a "Sign In" button, and links for "Where do I enter my password?", "I forgot my login", and "I forgot my password". Below this box are links for "New to Employee Self Service?" and "TimeVantage Users". A red arrow points from the text above to the "Click here to create your account" link in the "New to Employee Self Service?" section. The footer contains copyright information and an RSA security logo.

**You will only need to do this once when you first create your new login.** (*Once you have created your username and password, you will log in using the normal login procedure.*)

Once you have clicked on the “Click here to create your account” link, you will be prompted with a new screen that will allow you to establish your identity and create your login and password. The format is as follows:

First Time User Name: **Last Name and Last Four Digits of SSN**  
Access Code: **83552432**

The example below shows a person with the last name of ‘Smith’ and last four SSN digits as ‘1234.’



The screenshot shows a web browser window titled "Precision Payroll of America Web Site - Windows Internet Explorer provided by Precision Payroll of America, LLC". The address bar shows the URL "https://www.paychoiceonline.com/webs/header.asp?ui=5289". The page features the Precision Payroll of America, LLC logo and a banner with an American flag. Below the banner, the text reads "Welcome to Online Employer" and "Innovative Solutions Empowering Employers and Employees". The main content area is titled "First Time Employee Login" and contains a form with the following fields:

Enter the First Time User Name and Company Access Code given to you.	<b>First Time Employee Login</b>
You will then be asked to supply additional user information.	First Time User Name <input type="text" value="smith1234"/>
	Access Code <input type="text" value="83552432"/>
	<input type="button" value="Submit"/>

At the bottom of the page, there is a copyright notice: "Copyright ©2003 All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this web site constitutes acceptance of the [User Agreement and Privacy Policy](#)."

Once you have established your identity, you will be able to create a permanent login and password associated with your personal information. You will need to create a login and password and complete the security picture, phrase and questions, about 5 steps in all.

Once this step has been completed, and all the security screens filled in, you will be able to log in through the main page and access all of your proper information.



After you log in, you can view your check stubs for the current year. To view check stubs from last year, click on the 'last year' button on the upper right side.

