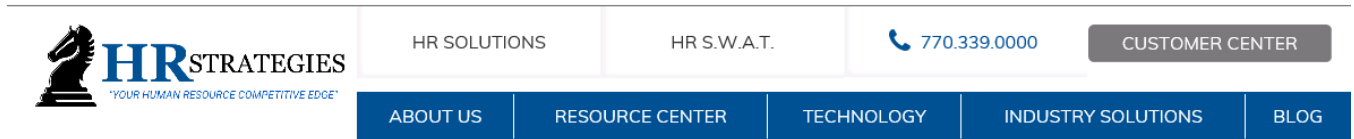# Web Access for Employees

Using the Employee Self Service portal gives you secure access to your paystub on payday. To log in, follow these instructions:

1. Go to www.hr-strategies.com. Click on "Customer Center" in the upper right corner.

2. Scroll down to see Web Access Login, and click on **Employee Login**.

3. From the Employee Login page, if you have a username and password, enter it here to Login.
   - If you do not have a username and password, please register by clicking on **Register**.
   - After entering the required information, you will be emailed a temporary password.
   - Return to the Employee Login page, and enter your Username and temporary password to log into the Employee Self Service portal.

After Login How-To's:

Electronic W-2 Election
1. To elect to receive your W-2 electronically, choose menu option **Inquiries > Electronic W-2 Election**, and follow the instructions.

W-2 Reprint
1. To reprint your W-2, choose menu option **Inquiries > W-2 Reprint**.
2. Click on the drop-down list and select the W-2 form you would like to access.
3. Click on **Go**.
4. The File Download pop-up window appears as shown below.
5. Select Open or Save from the File Download window.

6. The W2.pdf file will be opened and displayed, allowing you to print, or saved to the directory you specify.

Changing your Password
1. Log In and click on the tab to the left in green called Administration.
2. In the sub menu, click Change Password.
3. Fill in the information required.

To See your Paychecks
1. Click on Employee Inquiries, then Check Stub.
2. You will see all of your check history.

To Print a Pay Stub
1. Log In and click on the pay date.
2. A detailed screen will appear with all the information for this paycheck.
   1. To print the full page:
      - Click on the tab called Reprint Check Stub in the bottom left hand corner.
      - You will be told that your check is ready.
   2. To print individual check:
      - Click on 'Get Check' and open your file and your check will appear on your screen.
      - Click on the printer icon in the top left corner of your screen and select your printer.
      - To close out of that screen, click on the Close Detail tab in the bottom left hand corner.
      - That will bring you back to your Check History Screen.