EMPLEE SELF SERVICE LOGIN INSTRUCTIONS

AmCheck and Arizona Autism United INC are pleased to announce the new Online Employee Self Service platform!

Enjoy 24 hour access to all of your employment information in a convenient and secure location.

Features Include:

- View & Print Current and Previous Pay Check Stubs
- View & Print W-2's
- Employee forms
- Change employee information
- Keep up to date with latest company information

**FIRST TIME LOGIN:**

- You will receive, if not already received, an email similar to the one below:

```plaintext
AmCheck@myisolved.com
AmCheck Employee Self-Service Account Created

To,

We removed extra line breaks from this message.

New Self Service User:

Welcome to AmCheck. Below are your login credentials. Your account must be activated before it can be used. To access your payroll information through AmCheck, click the activation link below to get started.

https://amcheck.myisolved.com/AuthenticateUser.aspx?ticket=8eed9b4f-7c58-4ee3-83f8-14a88b3adae&eid=603&

In order to activate your account, you will need to provide the following information on the activation form:

**Authorization Code/Pin (This will be the last 4 digits of your SSN)**

User name:  
Client Code:  

The AmCheck Team
```
1. The email will provide you with a username and the first time authorization code/Pin will be the – LAST FOUR DIGITS of your social security number

2. Once you click on the link, a web browser should open where you will enter your username and last four of your social and click Continue

3. The next screen will allow you to create a personal password. You may choose to use alphanumeric characters, a capital letter, and a symbol (*^%$#@!).

4. Once you create a personal password, you will be able to login and have access to your check stubs.
**PLATFORM OVERVIEW:**

- Once you have successfully logged on to the Employee Portal, the home screen is similar to what you see below:

![Employee Portal Screenshot]

**Items to notice (working right to left)**

- Date with a calendar (highlighted dates are your check dates)
- The weather
- My contacts (payroll contacts, HR contacts etc.)
- My Benefits: 401K, Medical, Dental, etc.
- My Pay: this item will show the most recent pay stub; the item is now masked but “Show Details” is click on the bottom right, this will populate information in the cells:

![My Pay Screenshot]

- My Account Profile: Picture, Name, Position, Anniversary Date, Length of Service
Working primarily with the toolbar on the left side of the screen. Below is an overview of the different options you have within the employee portal:

1. **Employee Welcome**: overview with the calendar, weather, contacts, check stub view

2. **Pay History**: (Also Check Stub View)

   - Can View/Print Check Stubs
   - Check Detail based on selected check in yellow: 10/2/2015
3. **W-2/1099 History**: List all of W2’s and 1099’s for viewing and printing

4. **Direct Deposit**: Review Direct deposit information
5. **Salary**: Gives an overview of current salary information as well as past information pertaining to raises, date of raise, % increase from old rate to new rate

6. **Employee Profile Picture**: Can upload a personal picture—always nice to match a face to the name. First find a picture and save it to a folder on your computer. Then click on the grey box with the three periods "…".

- Once you have found the picture on your computer click **Save** in the blue header on the left:
Now on the Employee Welcome Screen your personal image will appear: