WESTERN DEVELOPMENT MUSEUM

Easystub: Access Your Pay Stubs Online

Employee Name: SAMPLE, EMPLOYEE   Date: 10 Oct 2018
Employee Code: 999999
Department   :   001

We are pleased to announce Easystub, a new service that allows you to
access your pay stubs online 24 hours per day, 7 days a week.
Easystub is a secure web site that uses SSL technology to encrypt your
personal information. You can access Easystub anytime or anywhere
using an Internet connection.

You can view or print your pay stubs as soon as they are uploaded to
the Easystub web site by your Payroll Administrator. Each pay stub
can be accessed online for up to one year.

How to log into your Easystub account:

   ** Please note: You will not be able to log in until your
      Payroll Administrator posts a pay stub to your account.

   1. Go to the Easystub web site at www.easystub.ca

   2. Enter your Company ID: E-003475-0001

   3. Enter your Employee ID: 999999

   4. Enter your Password:
      The first time you log into your account, enter the last
      5 digits of your SIN number as your password.

   ** Please note: The Employee ID and Password fields are
      case-sensitive, so make sure that you are typing UPPERCASE
      letters in UPPERCASE and lowercase letters in lowercase.

   5. After you have successfully logged in for the first time,
      you will be asked to read and accept the Agreement Terms
      for using the Easystub web site.

   6. After you have accepted the Agreement Terms, you will be
      prompted to select a new password.
      - Passwords must be at least 5 characters long
      - Pick a password that is difficult to guess by using
        a combination of case-sensitive letters and numbers

If you forget your password or experience any problems using the
Easystub web site, please contact your employer.

To access the online help for the Easystub web site, click the Help
link located on the top right of each Easystub page.

Thank you.