Employees can now access their pay stub information and see a copy of W-2 by accessing the following the instructions below:

1. **Access:** https://workforce.intuit.com/app/payroll-employee-portal-ui/ius/sign-up
2. Enter your email address.
3. If you get a message that says **You already have an Intuit account associated with this user ID** then click the Sign In link and sign in to your existing Intuit account and skip to step 7.
4. Create and confirm a password you'll use when you sign in to ViewMyPaycheck.
5. Pick a security question. You may need this later if you forget your user ID and password.
6. Click **Sign Up**
7. Enter your SSN and the net pay from your last paycheck.
    Your net pay is the amount of your paycheck after all of the taxes and other deductions have been taken
8. Sign out