

Important Payroll Information

The following instructions will help you setup a login account to access your pay stubs and payroll records online. **Please note that you will not be able to access your pay stubs until the day prior to your check date.**

1. Go to www.paychoiceonline.com.
2. Click on the “**First Time Employee Login**” link.
3. Your initial Username is your last name followed by the last four digits of your social security number. (i.e. smith0737).
4. Access Code field:
 - a. Consultants should enter 41118125
 - b. Internal staff should enter 41118172
5. Click on the Submit button.
6. Then fill in the information on the Profile Screen (Login Name, Name, Password, etc).
7. Once completed, you will be logged out – log back in with the new username and access code.

Note: Password must contain a minimum of 8 characters and a maximum of 20 character(s).
Password must contain mixed case letters (meaning at least 1 lower case character AND at least 1 upper case character).
Password must contain at least 1 numeric digit.
Password must contain at least 1 of the following punctuation characters (! # \$ % & * + / : ; = ? _).

If you currently do not have direct deposit, we are encouraging all employees to setup and utilize this convenience. Simply submit bank verification or voided check along with our [Direct Deposit Form](#).

Employees who have direct deposit will not receive a pay stub in the mail. Pay stubs are accessible online. Once you have created an account, follow these instructions below to view your pay info:

- ✓ Go to www.PayChoice.com
- ✓ Click on “**FULL SERVICE PAYROLL**”
- ✓ Then click on “**PAYROLL,**” next to LOG INTO:
- ✓ Use the Logon and Password, as created above.
- ✓ Once logged in, click on “**THE EXPERTS, INC**” in the bottom center of the screen.
- ✓ To view your pay stub click on **Check View**.
- ✓ Click on **View** next to the desired check date
- ✓ The desired check stub will be displayed

Please go to our [website](#) for our payroll calendar and other useful forms. For other payroll inquiries, call 800-336-8359 or email payroll@ExpertsIT.com.