

myReadyPay

Welcome to the myReadyPay employee kiosk, your access point for reviewing your payroll setup information, from name and address all the way through taxes, deductions, and direct deposits. You will also have the ability to preview and print pay stubs. Registration is easy – just follow the simple steps below!

To begin, please be sure you have obtained your 'Company ID' from your HR/Payroll Administrator. You may access the site for registering, and logging in after registration, by going to:

<https://www.pcidash.com/ESS/Login/Login.aspx>

Click the 'Register' button to begin. You will be required to enter 4 pieces of key information in order to register:

- *Company ID: ACL205*
- *Last Name*
- *SSN (Last 4)*
- *Zip Code (First 5 Digits)*

You need to set up a unique username and password to proceed.

1. Enter a username – it must be unique to the system, for example: **jjones10**
2. Enter a password – it must be at least 6 characters and have at least one number or special character, for example: **mylogin2**
3. Click Register – the screen updates to display an email address field
4. Enter a valid email address
5. Click Validate Email Address – you will receive an email requiring you to validate the address.

You may access the system after these steps are complete.

Additional Features

Online W2s/1099s

Your employer may provide access to receive your W2 or 1099 online instead of providing a paper copy. Proceed to the Myself module and click on the My Pay menu. On the W-2/1099 screen, please read the disclosure statement, and if you agree, click on the 'CLICK TO ENROLL' button to begin receiving your W-2 and/or 1099 online (you will no longer receive a paper copy from your HR/Payroll Administrator). Once enrolled, the button ('CLICK TO ENROLL') will be updated to 'CLICK TO WITHDRAW CONSENT' should you wish to begin receiving a paper copy only again.

Electronic Direct Deposit Vouchers

You may be provided the option to stop receiving paper direct deposits in favor or receiving them online. Proceed to the Statements / Notifications tab in the same module, My Pay. Please read the disclosure statement for agreement and then click on the 'CLICK TO ENROLL' button to begin receiving your vouchers online only. You may also enroll to receive an email notification each time a new pay stub is available online. Click the 'CLICK TO SUBSCRIBE' button to receive these notifications. Once enrolled, the buttons ('CLICK TO ENROLL', 'CLICK TO SUBSCRIBE') will be updated to unsubscribe.