

It's as easy as



If you do not know how to access the internet at all, please contact your supervisor or HR for assistance.



Log In: From any internet connection (such as Internet Explorer), clear out the top address bar and enter the following web address: **eservices.paychex.com** Do not use *www* before it.



or click Paychecks E-Service link on our website: www.threepillars.org/employee_resources.html

When you see the screen to the right log in with:

- **Company ID:** 0454 – The second box is the building you work in.
 - MCHR is e305
 - VOS is e306
 - CP, MW, and RSL is e307

- Username: lowercase- first initial of your first name* and your entire last name (example: **jsmith**).
- Password: UPPERCASE- First initial* then Last initial then the last four digits of your Social Security number (example: **JS1234**).

*for username and password, use your name as it appears on your paycheck.



Please enter your company ID, username and password to log in.

Company ID:

Username:

Password:

SECURE LOGIN



Change Password. *(First time you log in only)*

Upon clicking the Secure Login Button, you will be required to create a new password.

The password is **case sensitive** and must be a combination of 6 to 25 characters in length.

Once changed, you will be returned to the first screen and asked to log in again using your new password. This new password should be used each time you log in.

Change Your Password

Note: For increased security, you are required to change your password. Please re-enter your current password and select a new password below.

Please Note: To better protect your account, make sure that your password is memorable for you but difficult for others to guess. Do not share your password with anyone, and never use the same password that you've used in the past. For security purposes, your new password must be a minimum of six characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and *.

Click [here](#) to view additional password requirements.

Username:

Current Password:

New Password:

Confirm New Password:

Save **Cancel**



View your Check.

Once you are logged in, you will see this screen (but with your name!)

Click Compensation to the left.

Click on "Check History".

You can then click on the date of the pay stub you wish to view.

Stubs will be available by Thursdays.

0454-E307-2009 / Paychex HR Online

Logged in as KARLA BRANHAM SHAW (0454-E307)

employee

Masonic Center for Health & Rehab

July 31, 2009

COMPENSATION

Check History

Welcome KARLA!

0454-E307-2009 / Paychex HR Online

Logged in as KARLA BRANHAM SHAW (0454-E307)

employee

Masonic Center for Health & Rehab

July 31, 2009

COMPENSATION

Check History

Check History

Year: 2009

Check Date	Check #	Batch #
07/31/2009	DIRDEP	1
07/17/2009	DIRDEP	1
07/03/2009	DIRDEP	1
06/19/2009	DIRDEP	1