

# Accessing Paychex eServices in 1, 2, 3

## 1 Log in

From any internet connection (such as Firefox), enter "eservices.paychex.com" into the address bar (do not use "www"), or click the Paychecks E-Service link on our website:

https://www.threepillars.org/home/Employee-Resources.htm  [eservices.paychex.com](https://www.threepillars.org/home/Employee-Resources.htm)

When you see the screen to the right, log in with the following information:

### Company ID:

- First box: 0454
- Second box: number that correlates with where you work
  - MCHR: e305
  - VOS: e306
  - CP, MW, and RSL: e307



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

Company ID:	<input type="text" value="0454"/>	<input type="text" value="e307"/>
Username:	<input type="text" value="obolton"/>	
Password:	<input type="password" value="*****"/>	
<input type="button" value="SECURE LOGIN"/>		

### Username and Password:

- Username: first initial, full last name-lowercase
- Password: first initial, last initial, last 4 digits of SS #, !\$!- uppercase
  - Example: OB1234!\$!

### 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 save system time and cost, make sure that your password is memorable, for you and difficult for others to guess. Do not share your password with anyone, and use only the same password that you use 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 (minimum of two personal, non-alphabetical, numbers, and special characters such as @, #, and !).

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

Username:	<input type="text" value="obolton"/>
Current Password:	<input type="password" value="*****"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

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 Password



## 3 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.

<b>Compensation</b>
<a href="#">Check History</a>
<a href="#">Attendance/Time-Off</a>
<a href="#">Benefits</a>
<a href="#">Tax Status</a>
<a href="#">Print Tax Forms</a>
<a href="#">Calculators</a>

Welcome OLIVIA!

### New Messages

You do not have any messages

[View Message Details](#)

### Check History

Year:

Check Date	Check #	Batch #
07/20/2018	DIRDEP	1