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

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

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

2. Change 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.

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.