

Paychex eServices is our self-service website that will be accessible to you after you receive your first paycheck. Through the site, you will be able to access:

- » Paystubs
- » W-2s and other tax forms
- » Pay Planning Calculator

## Registering for Your Account

**STEP 1:** Go to <https://eservices.paychex.com/secure/>

**STEP 2:** Enter **0450** in the first Company ID field followed by **856A** in the second Company ID field.

**STEP 3:** In the Username field, enter your **first initial** and **full last name**.

*For example, the username for Jane Doe would be jdoe.*



The screenshot shows the Paychex eServices login interface. At the top is the Paychex eServices logo. Below it is the instruction: "Please enter your company ID, username and password to log in". There are three input fields: "Company ID:" with two sub-fields containing "0450" and "856A"; "Username:" containing "jdoe"; and "Password:" containing "\*\*\*\*\*". A yellow "SECURE LOGIN" button is below the password field. At the bottom, there is a copyright notice: "©2011 Paychex, Inc. All Rights Reserved." with links for "Privacy Statement", "Disclaimer", and "Trademarks".

**STEP 4:** In the Password field, your initial password will be the **capitalized first initials of your first and last name** followed by the **last four digits of your Social Security number**.

*For example, the password for Jane Doe with SSN 123-45-6789 would be JD6789.*

**STEP 5:** Click **Secure Login**.

**NOTE:** If you experience issues logging in, please reach out to your Populus Group representative! More common last names may have numbers added to the username and your PG representative can help identify the correct username.

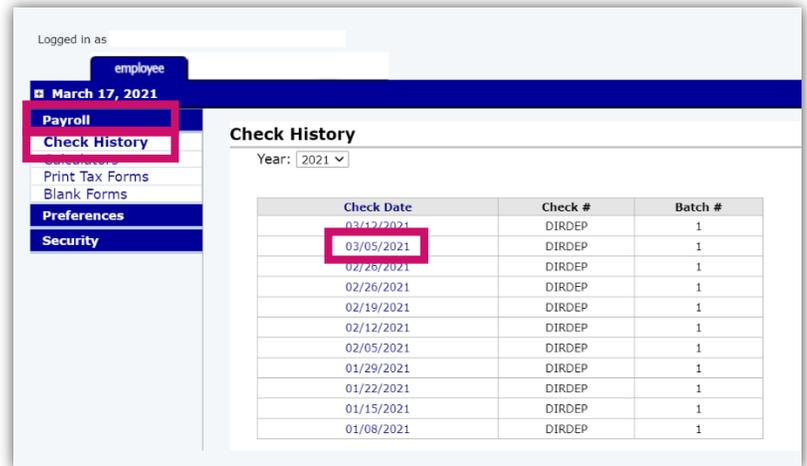
## Viewing Your Paystubs

**STEP 1:** To view your paystubs after logging in, click **Payroll** in the menu on the left side of the screen.

**STEP 2:** Click **Check History**.

**STEP 3:** Click on the **Check Date** for the paystub you wish to view (hyperlinked in blue.)

The paystub will open in a new window and can be printed from that window.



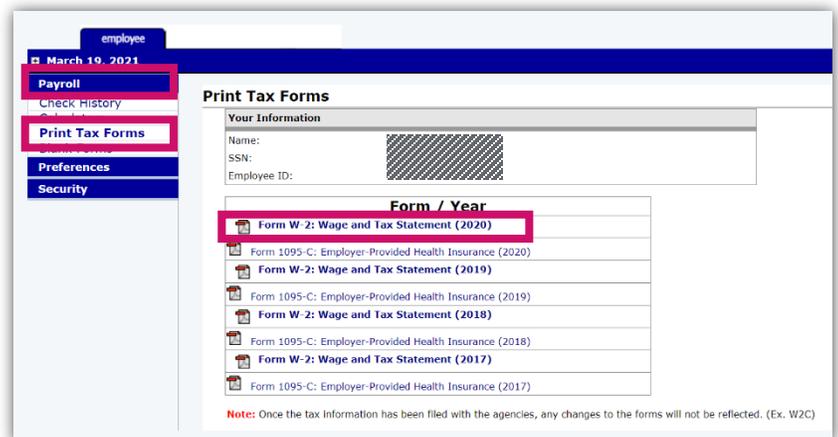
## Viewing Your Tax Forms

**STEP 1:** To view your tax forms after logging in, click **Payroll** in the menu on the left side of the screen.

**STEP 2:** Click **Print Tax Forms**.

**STEP 3:** Click on the **Form/Year** for the tax form you wish to view (hyperlinked in blue.)

The tax form will open in a new window and can be printed from that window.



## Changing Your Password

**STEP 1:** To change your password after logging in, click **Security** in the menu on the left side of the screen.

**STEP 2:** Click **Change Password**.



POPULUS GROUP LLC

employee

March 19, 2021

HELP |

Payroll

Preferences

Security

Change Password

Cancel Save

\* Required Fields

**Change Password**

**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 nine 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.

Current Password: \*

New Password: \* (9 characters minimum)

Confirm New Password: \*

**STEP 3:** Type your current password in the **Current Password field**.

**STEP 4:** Type your new password in the **New Password field**.

**STEP 5:** Retype your new password in the **Confirm New Password field**.

**STEP 6:** Click **Save**.

**NOTE:** If you forget your password, only your Populus Group representative can reset it.