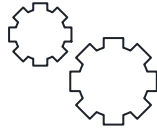


# Easy Setup



## STEP 1: Employee Portal Login

You can access your account from any Internet connected computer by typing the website <https://www.my-estub.com> into the address bar.

- Click on **Employee Portal**.
- Enter your **UserID**: **MBC + Employee Number + First four letters of first name**
  - Example: MBC1234Name
- Enter your **Default Password**: **MBC001**(Passwords are case sensitive)

## STEP 2: Create your own Secure Password

To format your new password, use following guidelines:

- Between 8 – 20 Characters
- At least 1 **Capital Letter**
- At least 1 **Lowercase Letter**
- At least 1 **Number**
- Must have 1 **Special Character**: !@#%&\*()-=+.,/<>?
- *Your New Password is Case Sensitive to assist in keeping your information secure.*

### **HAVING TROUBLES?**

**EMPLOYEE SUPPORT:  
1-800-489-1711 OPTION 1**

## STEP 3: Choose your Security Questions

- Click on the **Choose a question** drop down menu to choose from the list of questions.
- Once you select your question, type your answer in the **Security Answer** box below.
- Repeat the same for the **Second Security Question** and click **Next**.

## STEP 4: Choose your Email Delivery Options

You have the option to receive email alerts notifying you when your pay stub is ready to view. We can also send your stub as a secure, password protected PDF file to your email.

- Choose **Email**.
- Enter your email address.
- **Confirm Email Address**.
- Click **Submit**.
- **An email has been sent to the address with a confirmation code.**
  - For your convenience we've provided the confirmation code here: XY67DF@@^%&
- Confirm your email address by copying the code and pasting in the **Confirmation Code** box.
- **HINT: Check your Spam or Junk folders for the confirmation email.**
- Click **Ok**.
  - Enter another email address in **Secondary Email Address** and **Confirm Email Address**.
  - –or– Select **No 2<sup>nd</sup> Email**.
  - Click **Finish**.
- Choose one of the following options:
  - **Do not send my stub, notify me when it's available** or,
  - **Send my stub as a password protected PDF file.**
- Click **Next**.
- *W2s are not available for selection.*

## STEP 5: Choose your Text Message Notifications

If you'd like to receive your pay information directly to your cell phone:

- Choose **Activate Text Message Notifications**.
- p to 6 Options.
- Select your **Cellular Provider**.
- Enter your **Cellular Number**.
- Click **Finish!**

## STEP 6: View your Pay Stubs

- Your **Electronic Pay Advice Listing** is a menu of all your available pay stubs.
- Each pay stub is listed on your account for 36 months or as long as your company partners with us.
- To select a stub to view, click on the **blue Trans ID** number next to the **Payment D:**