

PrimeStub

Quick Start Guide

PrimeStub is an electronically distributed employee pay statement that replaces the paper statements regularly given to employees who have selected payroll direct deposit. In addition to providing current pay period information, PrimeStub also archives a history of each employees's prior pay statements, available for easy access and retrieval.

Getting Started

Step 1

Using your Internet browser, go to:
<http://www.primestub.com>.

Step 2

Enter your **PrimeStub Log In ID** and **Password**. If you need a reminder of your password, click the "Forgot your password" button and [primestub.com](http://www.primestub.com) will email the password to the email address in your account profile.

Step 3

Once you log in, you will see your main screen. A list of all pay dates for which you have a pay stub will appear on the left-hand side of the screen. Click on any one of the pay dates to view that stub.

Step 4

After you have reviewed your pay stubs, please make sure you click the "Log Out" button or close your Internet browser.

Changing Preferences

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Step 3

Once you log in, you will see your main screen. Click the "Change My Settings" link on the right to make changes to your account.

Step 4

After you have made changes, click the "Save and Redisplay" button to verify your changes. If the information is correct, click the "Save and Close Window" button, and then click the "Log Out" button or close your Internet browser.

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