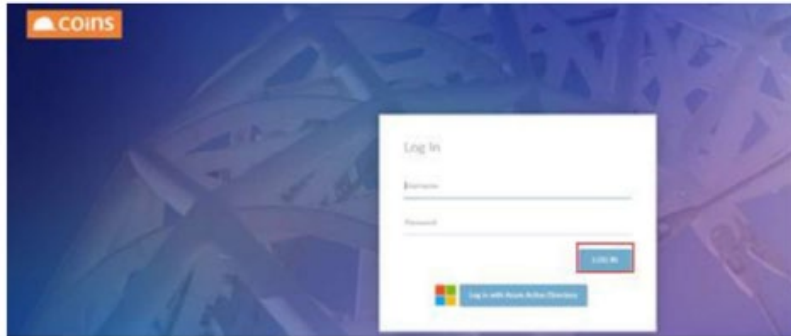


## To View Electronic Paystubs in ESS

Click on the ESS link from the email upon getting access to ESS:

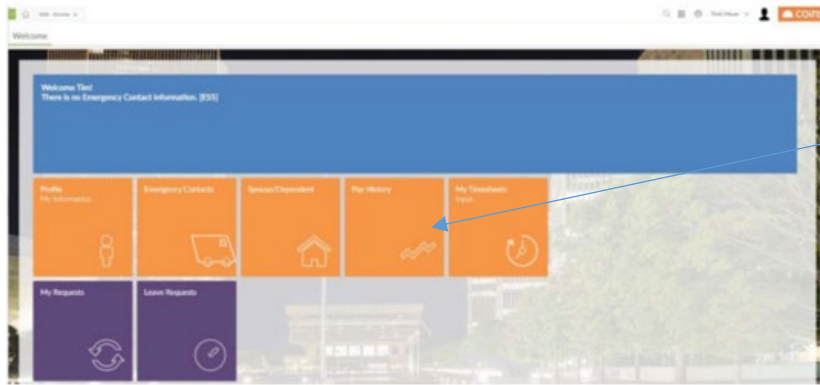
<http://apigroupinc.coinscloud.com>



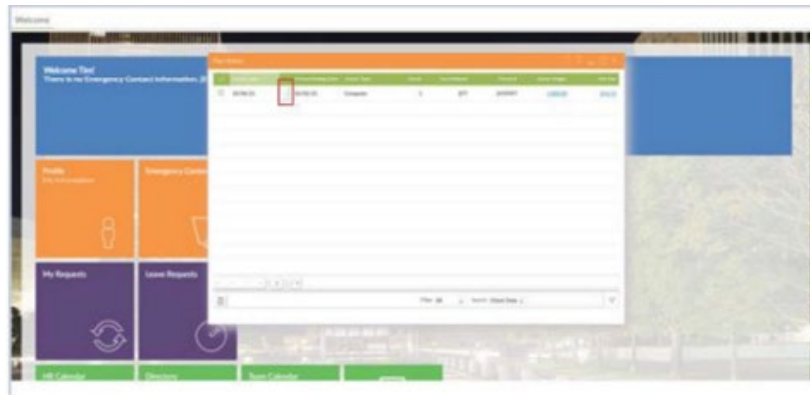
Enter your user name (format is firstname.lastname)

**Personal email** - Enter your password (initial password is in the welcome email-you will be prompted to key in a new one the 1<sup>st</sup> time you log in)

**NAC email** – use sign in with Azure

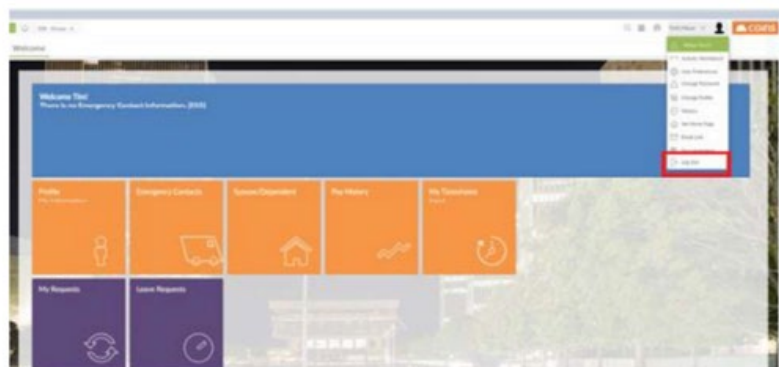


Select the **pay history** tile



Click on the three dots of the check that you want to display the payslip

\*you can move the scroll bars to see the bottom portion of the check



Press the X in the upper right-hand corner of the screen to close the window

Press the down arrow then select “log out” to exit ESS

Press OK to confirm logoff