
Paperless Employee

User Guide

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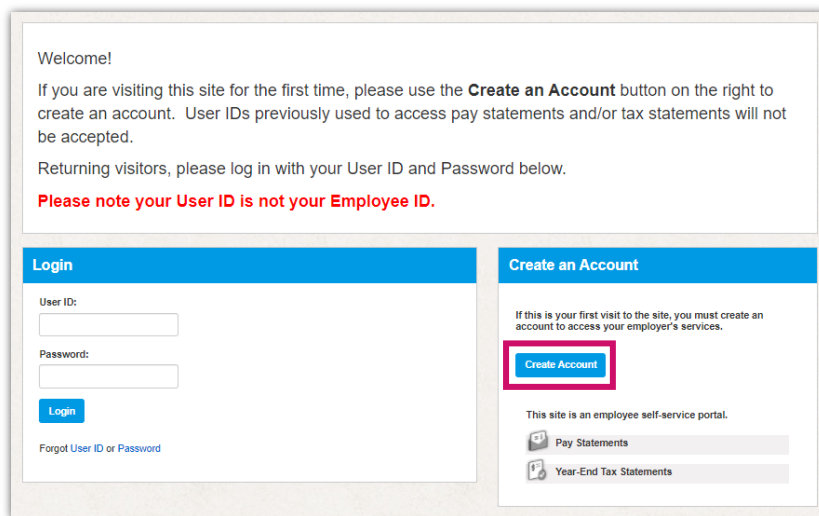
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How to Create Your Account

This section reviews how to create your Paperless Employee account if you are logging in for the first time.

STEP 1: Go to the website <https://www.paperlessemployee.com/populus>

STEP 2: Click the **Create Account** button on the right-hand side of the screen.



Welcome!

If you are visiting this site for the first time, please use the **Create an Account** button on the right to create an account. User IDs previously used to access pay statements and/or tax statements will not be accepted.

Returning visitors, please log in with your User ID and Password below.

Please note your User ID is not your Employee ID.

Login

User ID:

Password:

Login

Forgot User ID or Password

Create an Account

If this is your first visit to the site, you must create an account to access your employer's services.

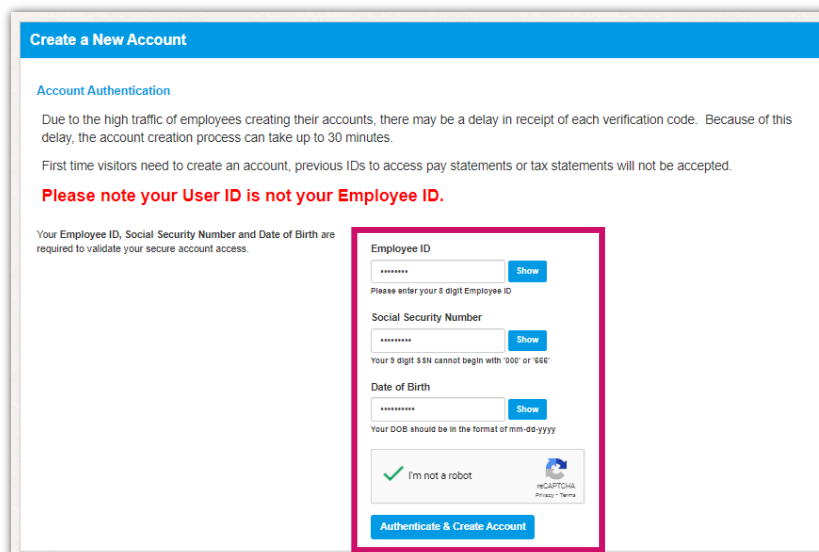
Create Account

This site is an employee self-service portal.

Pay Statements

Year-End Tax Statements

STEP 3: Enter your **Employee ID** (provided to you by Populus Group), **Social Security Number**, and your **Date of Birth**. Then, click **Authenticate & Create Account**.



Create a New Account

Account Authentication

Due to the high traffic of employees creating their accounts, there may be a delay in receipt of each verification code. Because of this delay, the account creation process can take up to 30 minutes.

First time visitors need to create an account, previous IDs to access pay statements or tax statements will not be accepted.

Please note your User ID is not your Employee ID.

Your Employee ID, Social Security Number and Date of Birth are required to validate your secure account access.

Employee ID

***** Show

Please enter your 8 digit Employee ID

Social Security Number

***** Show

Your 9 digit SSN cannot begin with '000' or '666'

Date of Birth

***** Show

Your DOB should be in the format of mm-dd-yyyy

☒ I'm not a robot

Authenticate & Create Account

STEP 4: Fill in the required fields and create a **User ID** and **Password** for your Paperless Employee account.

Create a New Account

Account Name

The name entered here is only used as your user name on this site. To make any legal or permanent name changes, please contact your Populus Group Representative or Payroll Department.

First Name *

Middle Name

Last Name *

XXXXXXXX

XXXXXXXX

Make note of the User ID you have created, as you will need it to access your pay statements and yearend tax forms.

Create Your User ID

Enter a User ID *

XXXXXXXX

User ID must be 6-15 characters using only letters and/or numbers.

Create a Password

- Is case sensitive
- May not contain your User ID
- Must be 6-15 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password *

Password Strength: strong

Confirm New Password *

Receive a Verification Code

Select a contact to receive a verification code to continue *

☒ (xxx) xxx-xxxx

☐ (888) 888-8888@gmail.com

Text Me

Call Me

Save and Continue

NOTE: You will be asked to receive a verification code to one of the contact methods Populus Group has on file for you before you can click **Save and Continue**.

STEP 5: Add your **security questions and answers**. Then, click **Save Security Questions**.

Create a New Account

Security Questions

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided the answers. It is suggested that you do not use answers that may be known or discovered by others.

Question 1 *

(Select a question)

Answer Question 1 *

Question 2 *

(Select a question)

Answer Question 2 *

Question 3 *

(Select a question)

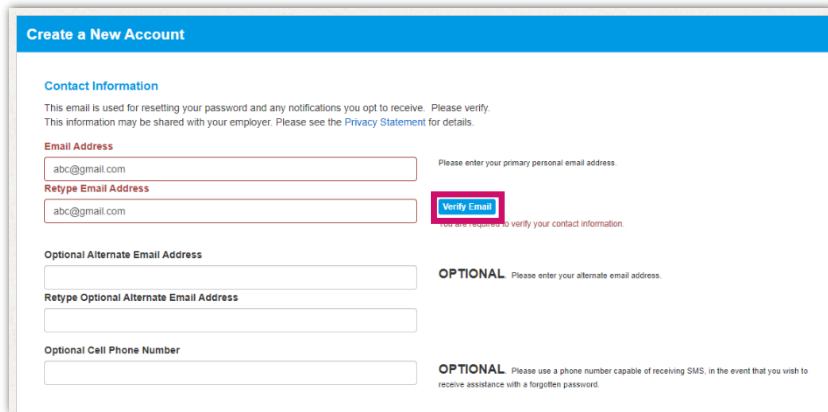
Answer Question 3 *

Save Security Questions

Reset Questions

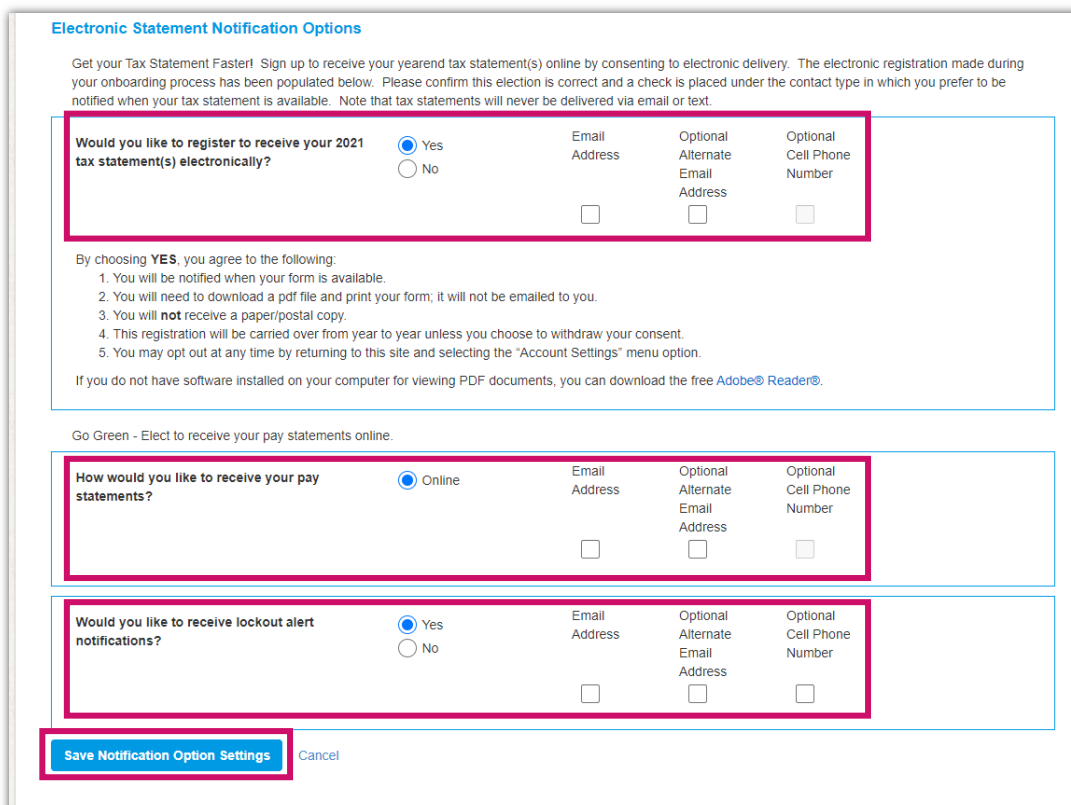
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STEP 6: Add your **primary personal email address** and click **Verify Email**. If you choose, you may also add an alternate email address and/or a cell phone number.



NOTE: You will be required to verify your email to be able to access your account.

STEP 7: Select your electronic statement notification options. Then, click **Save Notification Option Settings**.



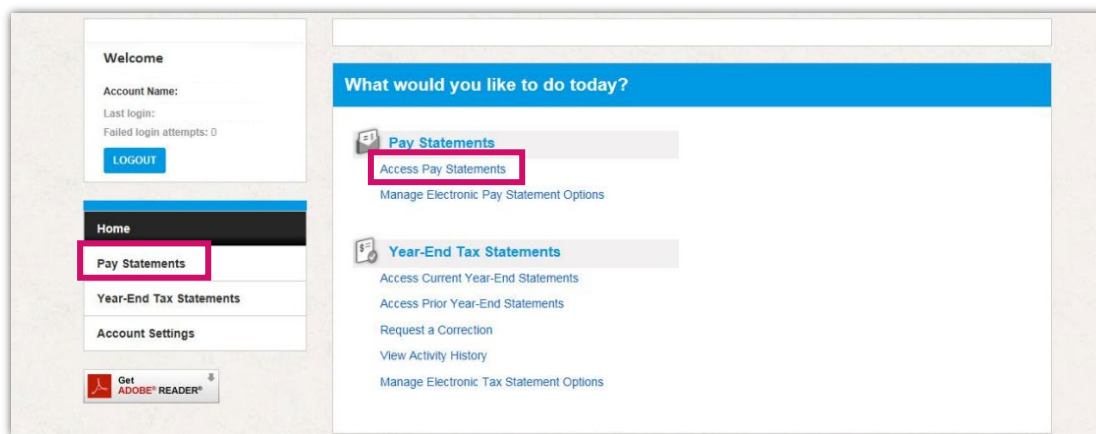
STEP 8: Your account has been created! You will receive an email confirmation to the email address you provided in Step 6 from <no-reply@PaperlessEmployee.com>.

How to Access Pay Statements

In Paperless Employee, you have the option to access full pay statements and pay statement summaries. This section reviews how to access both types.

Full Pay Statements

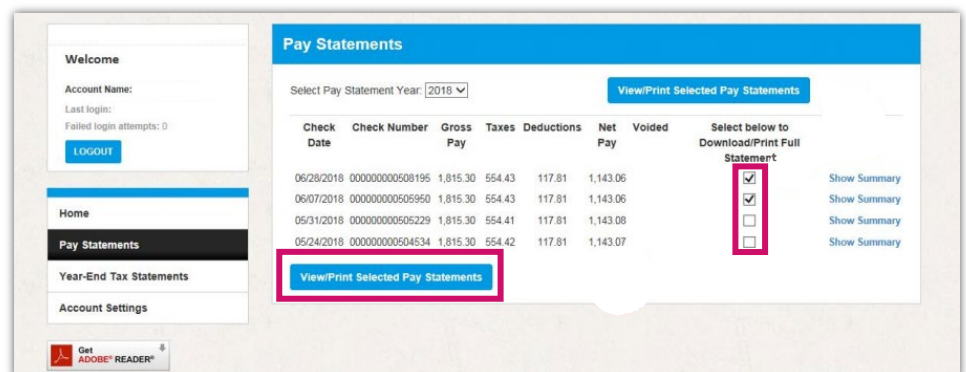
STEP 1: You can view your full pay statements by either clicking **Pay Statements** in the left side navigation, or by clicking **Access Pay Statements** in the main section of the home page.



You are now on the Pay Statements screen.

STEP 2: To access the full pay statement, check the box(es) of the pay statement(s) needed in the **Full Statement** column.

STEP 3: Click on the **View/Print Selected Pay Statements** button at either the top or bottom of the screen.



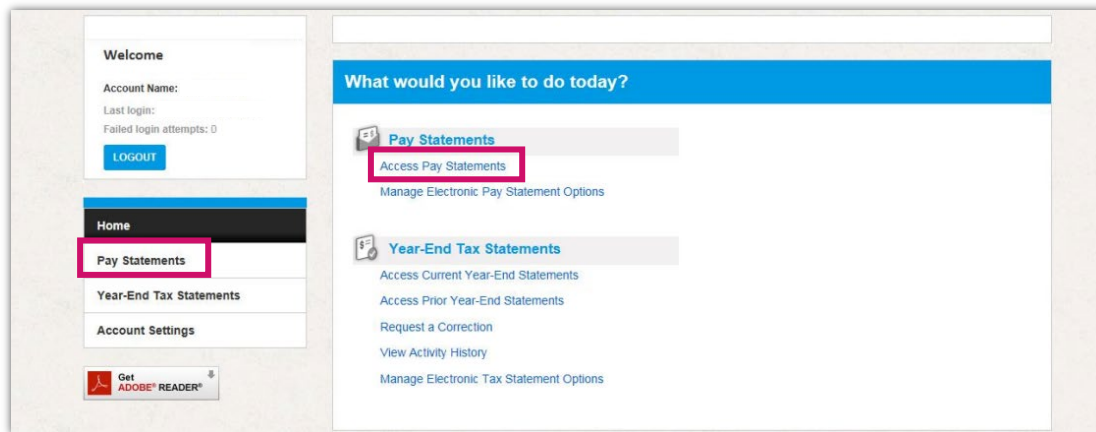
The selected pay statement(s) will appear in a new tab in your open internet browser. You can then view, print, and/or save the PDF as needed.

NOTE: A PDF reader is required to open the PDF file. If you don't have a PDF Reader on your computer, click on the **Get Adobe Reader** icon on the left side of the screen to download a free version.

Summary Pay Statements

Summary pay statements give you a quick overview without opening or downloading the full document.

STEP 1: You can view your summary pay statements by either clicking **Pay Statements** in the left side navigation, or by clicking **Access Pay Statements** in the main section of the home page.



You are now on the Pay Statements screen.

STEP 2: To access the summary pay statement, click on the **Show Summary** link on the right-hand side that corresponds to the desired pay statement.

Pay Statements							
Select Pay Statement Year: 2018							
Check Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Voiced	Select below to Download/Print Full Statement
06/28/2018	000000000508195	1,815.30	554.43	117.81	1,143.06		<input type="checkbox"/> Show Summary
06/07/2018	000000000505950	1,815.30	554.43	117.81	1,143.06		<input type="checkbox"/> Show Summary
05/31/2018	000000000505229	1,815.30	554.41	117.81	1,143.08		<input type="checkbox"/> Show Summary
05/24/2018	000000000504534	1,815.30	554.42	117.81	1,143.07		<input type="checkbox"/> Show Summary

The summary will appear beneath the selected pay statement on the same screen.

Pay Statements

Select Pay Statement Year: 2018

Check Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Voiced	Select below to Download/Print Full Statement
06/28/2018	000000000508195	1,815.30	554.43	117.81	1,143.06		<input type="checkbox"/> Hide Summary

Company Name:		Gross Pay:	1,815.30
Employee Name:		Taxes:	554.43
		Deductions:	117.81
Check Date:	06/28/2018	Net Pay:	1,143.06
Check Number:	000000000508195		
Period Begin:	06/17/2018		
Period End:	06/23/2018		

06/07/2018	000000000505950	1,815.30	554.43	117.81	1,143.06		<input type="checkbox"/> Show Summary
05/31/2018	000000000505229	1,815.30	554.41	117.81	1,143.08		<input type="checkbox"/> Show Summary

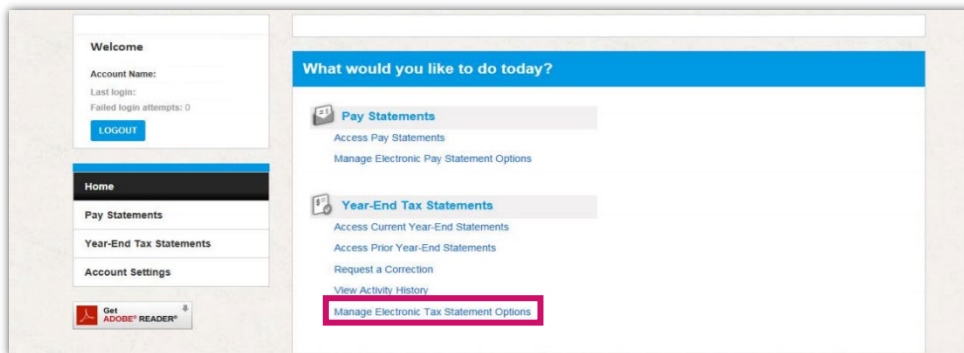
How to Access W-2s Electronically

Year end tax statements (W-2s) can be accessed online once Populus Group releases the statements. To receive your W-2s electronically, you will have to register for electronic delivery.

Registering for Electronic Tax Statement Delivery

If you registered for electronic tax statement delivery when you created your account, you don't need to register again. These steps review how to register if you chose "No" for electronic delivery when creating your account.

STEP 1: On the home page, click **Manage Electronic Tax Statement Options**.



STEP 2: Scroll down to the **Electronic Statement Notification Options** section toward the bottom of the page.

- Click on the **Yes** button next to the question **"Would you like to register to receive your [year] tax statement(s) electronically?"**
- Check the box under your preferred contact method(s) to be notified that your tax statement is available.

Electronic Statement Notification Options

Get your Tax Statement Faster! Sign up to receive your yearend tax statement(s) online by consenting to electronic delivery. The electronic registration made during your onboarding process has been populated below. Please confirm this election is correct and a check is placed under the contact type in which you prefer to be notified when your tax statement is available. Note that tax statements will never be delivered via email or text.

Would you like to register to receive your 2021 tax statement(s) electronically?

☒ Yes
☐ No

Email Address



Optional Alternate Email Address



Optional Cell Phone Number



By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form; it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

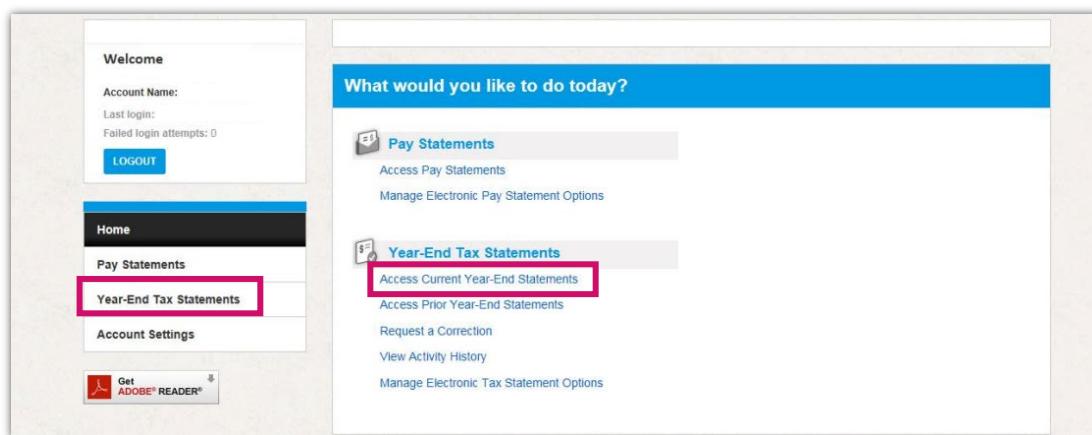
STEP 3: After the electronic delivery option has been selected and the contact method has been checked, click on the **Save Notification Option Settings** button. Once you have opted in to electronic delivery, the preference will carry over to future years.

Accessing Current and Past W-2s

Once you register to receive your year end tax statements (W-2s) electronically, you will be able to view, download, and print both current and past W-2s.

Current W-2s

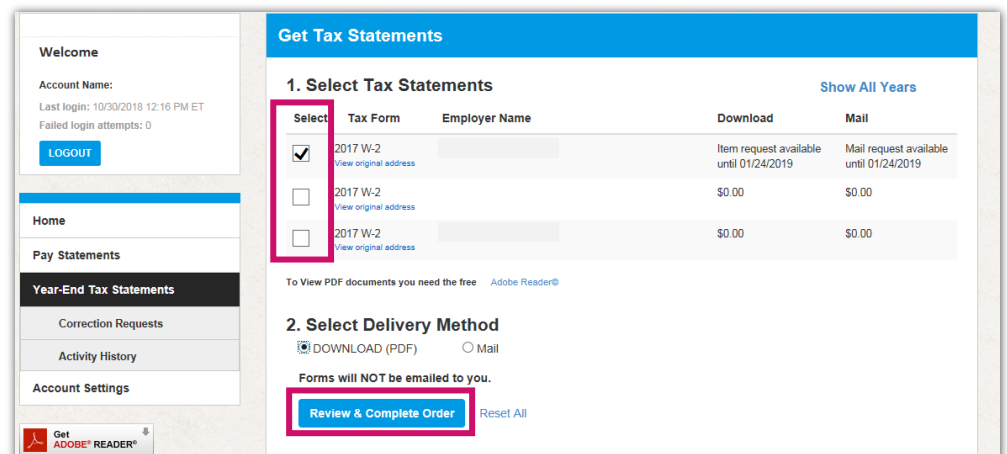
STEP 1: You can view your current year W-2 by either clicking **Year-End Tax Statements** in the left side navigation, or by clicking **Access Current Year-End Statements** in the main section of the home page.



You are now on the Get Tax Statements screen.

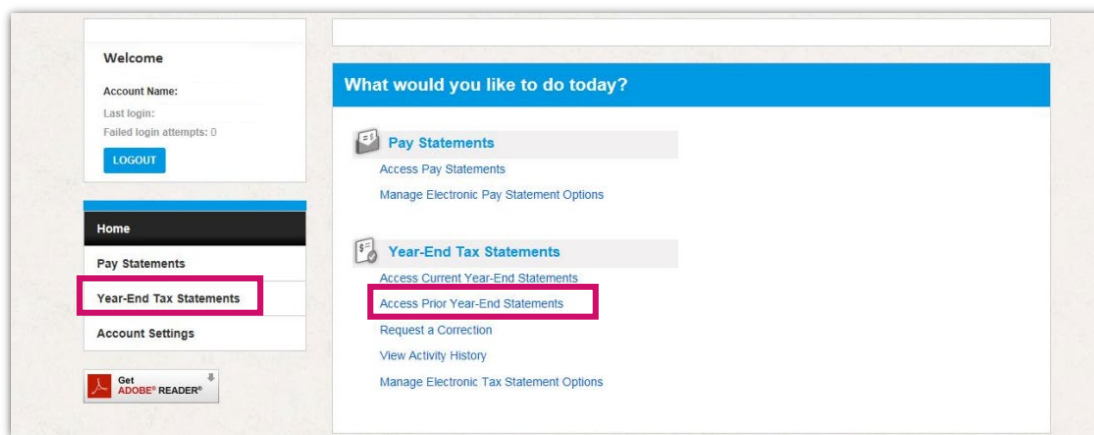
STEP 2: Check the box(es) of the tax statement(s) needed in the **Select** column.

STEP 3: Click the **Review & Complete Order** button to download the form(s).



Past W-2s

STEP 1: You can view your past year W-2(s) by either clicking **Year-End Tax Statements** in the left side navigation, or by clicking **Access Prior Year-End Statements** in the main section of the home page.



You are now on the Get Tax Statements screen.

STEP 2: Check the box(es) of the tax statement(s) needed in the **Select** column.

STEP 3: Click the **Review & Complete Order** button to download the form(s).

