PAYCHEX ESERVICES GUIDE

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.*

Paychex eServices

Please enter your company ID, username and password to log in

Company ID:	0450	856A
Username:	jdoe	
Password:	••••••	

SECURE LOGIN

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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.
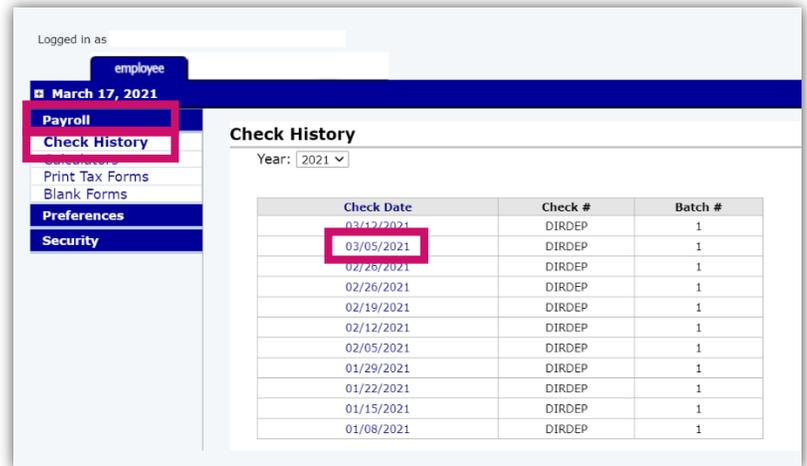
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Viewing Your Paystubs

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.
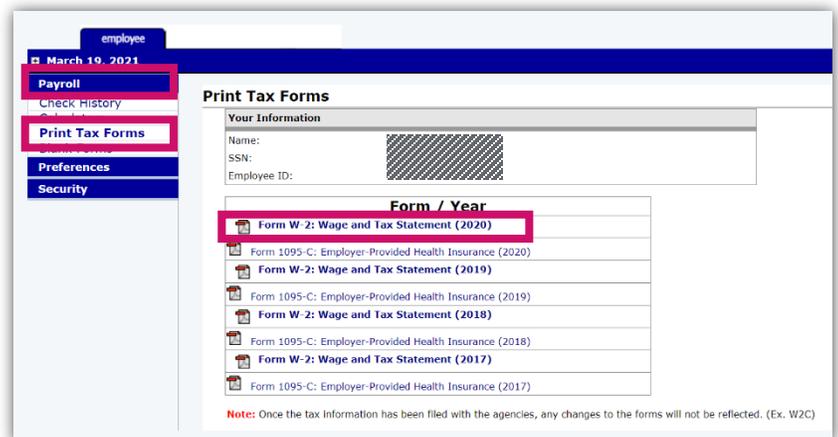
Viewing Your Tax Forms

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.**

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.