



EMPLOYEE EZWEB SETUP INSTRUCTIONS

1. Go to <http://allstaff.ezwebadvantage.com>
2. Click on the “Create a new login” link as shown below

A screenshot of the ALLSTAFF Payroll Online login page. The page has a green header with the text "ALLSTAFF Payroll Online - Login" and "Secure Login". Below the header is a large graphic with the ALLSTAFF PAYROLL logo. To the right of the graphic is a "Secure Login Page." section with a "Welcome!" message and a link to "Create a new login." which is highlighted in yellow. Below the graphic is a form with the label "Enter Your Email Address" and a text input field for "Email:" with a "Next" button below it. At the bottom right, there is a "Scheduled Maintenance Notice" link, also highlighted in yellow.

3. Or from the Employee tab on our site: <http://www.allstaffpayrollservices.com/employees/>
4. Click the link that looks like this:

Account Login HERE

5. Enter your email, name, create a password, and enter the provided code exactly as it appears
6. Write down the password you chose in case you forget
7. A message appears that states you will be sent an email within 15 minutes
8. Click on the link in the email
9. Enter the password you chose and hit enter
10. Click “Next”
11. Choose a Security Picture and Label when prompted
12. Choose a Security Question and Answer
13. On Step 7 of 7 leave the default “My Employee Information Only”
14. Your Validation Key is the first 4 letters of last name and last 4 of SSN (use full last name if less than 4 letters)
15. Enter birth date using the calendar provided (click on it)
16. Click on “Accept”
17. A message tells you the creation of your login was successful
18. Click “Login” and you should see your Security Picture and Label
19. Enter your password
20. To access paystubs: Click “My Data” → Earnings Statements
21. To access W-2’s: Click “My Data” → W-2 Register
22. To access anything else: “My Data” → Year-to-Date Info, Direct Deposit, etc.