



THIS SET UP IS TO BE DONE **AFTER** YOU RECEIVE YOUR FIRST PAYCHECK
DOWNLOAD FOR LATER REFERENCE – 360 WEB ENROLLMENT

A screenshot of the AllStaff Payroll online portal's secure login page. The page has a dark blue header with the text "AllStaff- Secure Login". Below the header is the AllStaff Payroll logo. A white input field labeled "Email" is present, followed by a dark blue "Log In" button. Below the button, there is a question "Is this your first time logging in?" and a light grey "Create an Account" button. At the bottom of the main content area, there is a link "Questions? Email us at info@allstaffpayroll.com". A separate white box at the bottom of the page contains a welcome message: "Welcome to your AllStaff Payroll online portal! To see more information about us, please visit us at https://allstaffpayrollservices.com/".

1. Navigate to <https://allstaff.payplus360.com/login/> from any web browser
2. Click on "Create an Account"
3. Enter your email, name, create a password, and enter the code exactly as it appears
4. A message will appear informing you an email will be sent to the address you indicated
5. Click on the link in the email message
6. Enter the password you set up in step 3 and click "Next"
7. Choose a Security Picture and Label when prompted
8. Your Validation Key is the first 4 letters of your last name and the last of your SSN
9. Enter your birthdate using the calendar
10. Click "Accept"
11. A message will appear stating your login creation was successful
12. Click "Login" you should see your Security Picture and Label
13. Enter your password
14. To access pay stubs, navigate to My Stuff > Earning Statements
15. To access W-2, navigate to My Stuff > W-2 Register
16. Explore other items that are contained in My Stuff.