

How to Adjust Paycheck Stub Notifications

Employees have the ability to enable email and text message (SMS) notifications to indicate when a new paycheck stub is available on MyBenefitsChannel.com. These notifications are optional and are disabled by default.

Step 1: Log-in to www.MyBenefitsChannel.com

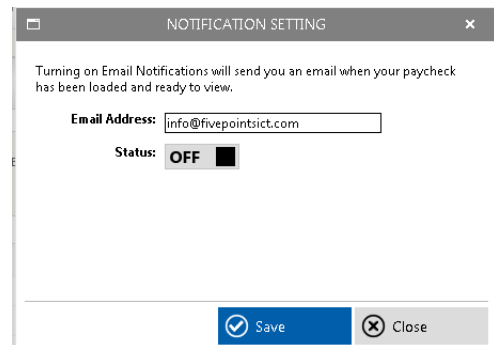
- Go to www.MyBenefitsChannel.com and log-in using your username and password.
- If it's your first time visiting the site, click the "Register Here" button to create your username and password.

Step 2: Navigate to the Paycheck Stub app

- Once you are logged in to MyBenefitsChannel.com, navigate to the Human Resources app dashboard
- Depending on your group's settings, you may need to click the Human Resources icon to open the dashboard
- Once the Human Resources app dashboard is open, click the Paycheck Stub app icon

Step 3: Adjust Your Email Notification Settings

- From the Paycheck Stub screen, locate the notifications area in the upper right corner.
- By default, your email notifications will be turned off. To enable email notifications, click the "change" link next to email notifications.
- A small window will popup (see right) which allows you to enter the email address. To enable or disable email notifications, click the on/off toggle button next to "Status" and click "Save."
- Important Note: Email notifications are optional and you may change your setting at any time.



NOTIFICATION SETTING

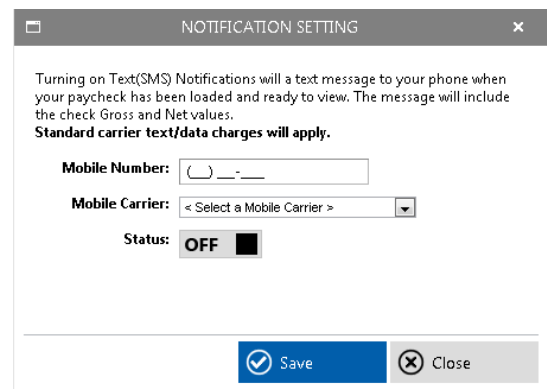
Turning on Email Notifications will send you an email when your paycheck has been loaded and ready to view.

Email Address:

Status: **OFF**

Step 4: Adjust Your Text Message Notification Settings

- From the Paycheck Stub screen, locate the notifications area in the upper right corner.
- By default, your text message notifications will be turned off. To enable email notifications, click the "change" link next to text notifications.
- A small window will popup (see right) which allows you to enter your mobile phone number and select your mobile phone carrier from a drop-down list. To enable or disable text notifications, click the on/off toggle button next to "Status" and click "Save."
- For security purposes, we use a validation process to link your mobile phone to your account. To begin the process, click the "Validate" button and a text message with a 5 digit validation code will be sent to your mobile phone. When you receive the message, enter the 5 digit code in the validation box and click "Save" to complete the validation process. Your text notifications are now enabled.
- Important Note: Text notifications are optional and you may change your setting at any time. **Standard carrier text/data charges will apply, according to your carrier's plan.**



NOTIFICATION SETTING

Turning on Text(SMS) Notifications will a text message to your phone when your paycheck has been loaded and ready to view. The message will include the check Gross and Net values.
Standard carrier text/data charges will apply.

Mobile Number:

Mobile Carrier:

Status: **OFF**

Questions? Need Help?

For technical assistance, please contact Five Points, our technology vendor and host of MyBenefitsChannel.com, at 800.435.5023. For questions about the information on your paycheck stub, you can contact your HR or payroll department.