**Easy Setup for Employee Portal – Estub**

STEP 1: Employee Portal Login

You can access your account from any Internet connected computer by typing the website: <https://my-estub.com>

* Click on **Employee Portal**
* Enter your **User ID**: **AU + Employee Number + First Four Letters of First Name** EX: AUP00012345John (please use the number zero)
* Enter the **Default Password**: **AU001$** (all capital letters with the number zero)

STEP 2: Create your own Secure Password

Guidelines for your new password are as follows:

* Between **8 to 20** Characters.
* At least **1 Capital Letter.**
* At least **1 Lowercase Letter.**
* At least **1 Number.**
* Must have **1 Special Character**: !@#$%^&\*.
* *Please remember that your new password is case sensitive to assist in keeping your information secure.*

STEP 3: Choose your Security Questions

* Click on the **Choose a question** drop down menu to choose from the list of questions.
* Once you select your question, type your answer in the **Security Answer** box below.
* Repeat the same for the **Second Security Question** and click **Next.**

STEP 4: Choose your Email Delivery Options

You have the option to receive email alerts notifying you when your pay stub is ready to view. We can also send your stub as a secure, password protected PDF file to your email.

* Choose **Email.**
* Enter your email address.
* **Confirm Email Address.**
* Click **Submit.**
* **An email has been sent to the address with a confirmation code**.
* *For your convenience we have provided the confirmation coder here:*

XY67DF@@^%&.

* Confirm your email address by copying the code and pasting in the **Confirmation Code** box.
* ***Hint: Check your Spam or Junk folders for the confirmation email.***
* Click **ok**.
* Enter another email address in **Secondary Email Address** and **Confirm Email address**. Or select **No 2nd Email**.
* Click **Finish.**
* Choose one of the following options:
  + **Do not send my stub, notify me when it’s available or,**
  + **Send my stub as a password protected PDF file.**
* Click **Next**

STEP 5: Choose your Text Message Notifications

If you’d like to receive your information directly to your cell phone:

* Choose **Activate Text Message Notifications.**
* Pick up to **6 Options.**
* Select your **Cellular Provider.**
* Enter your **Cellular Number.**
* Click **Finish!**

STEP 6: View your Pay Stubs

* Your **Electronic Pay Advice Listing** is a menu of all your available pay stubs.
* Each pay stub is listed on your account for 36 months.
* To select a stub to view, click on the blue **Trans ID** number next the **Payment Date.**

STEP 7: Easy W-2 Consent

* Navigate to the User Setup Page

From the Home page of the Employee Portal navigate the User Setup page by clicking on the “User Setup” text on the navigation toolbar.

STEP 8: Consent for your Electronic W-2

* Click on **Click here for W2 or T4 Tax Form Use**
* ON LINE USAGE OPTIONS:
* I elect to use my-estub to receive my pay stubs: **o Yes o No**