

## EMPLOYEE SELF SERVICE LOGIN INSTRUCTIONS

We are pleased to announce the Online Employee Self Service Center! Enjoy 24 hour access to all of your employment information in a convenient and secure location.

**Features Include:**

- View & Print Current and Previous Pay Check Stubs
- View & Print W-2's

If you need assistance, please contact your payroll administrator; call your local AmCheck office at 480-763-5900 or visit <http://www.amcheck.com/login-assistance-request.php>

1. Log on to [www.amcheck.com](http://www.amcheck.com) & Click on “Login” next to Online Employer.

The screenshot shows the AmCheck website interface. At the top, the AmCheck logo and navigation menu are visible. A red arrow points to the 'Login' button in the navigation menu. Below the navigation menu, there is a banner image of three people holding AmCheck laptops. The main content area features a table with three rows, each representing a different service: Online Employer, iSolved, and emphasisys. Each row has a 'Login' button next to it. At the bottom of the page, there are links for 'Time & Attendance Login' and 'Employee Self Service Login Instructions'.

Service	Login Button
Online Employer	Login
iSolved Human Capital Management	Login
emphasisys™	Login

Time & Attendance Login | Employee Self Service Login Instructions

2. Click on “Click here to create your account”

The screenshot shows the AmCheck website header with the logo and navigation menu. The main content area is titled "Employer Login" and "Online Employer". It contains a "Sign in to Online Employer" form with a "Login:" field, a "Where do I enter my password?" field, a "Sign In" button, and links for "I forgot my login" and "I forgot my password". Below the form are links for "New to Employee Self Service?" and "TimeVantage Users". The footer includes copyright information and a "SECURED BY RSA" logo.

3. Enter First Time User Name & enter the Access Code. First Time User Name must be lowercase with no spaces. Click “Submit”.

The screenshot shows the AmCheck website header and the "Employer Login" section. The main content area is titled "Welcome to Online Employer" and "Innovative Solutions Empowering Employers and Employees". It contains a "First Time Employee Login" form with a "First Time User Name" field, an "Access Code" field, and a "Submit" button. A callout box points to the "First Time User Name" field with the text "Last name + last 4 digits of your SSN i.e. 'black9051'". Another callout box points to the "Access Code" field with the text "49785199".

**ACCESS CODE: 49785199**

4. Create a unique Login, Password and enter your email address. **Be sure to write down your login and password. You will need this for future access to the AmCheck Employee Self Service Center.** Click on “Save Changes” when complete.

## Create Your User Profile

Login must contain between 6-20 alpha-numeric characters  
Login and Password cannot be the same  
Password cannot contain the words 'password' or 'payroll'.

### New Password Compliance Rules

Password must contain a minimum of 8 characters and a maximum of 20 character(s)  
Password must contain mixed case letters (meaning at least 1 lower case character AND at least 1 upper case character)  
Password must contain at least 1 numeric digit  
Password must contain at least 1 of the following punctuation characters (! # \$ % & \* + / : ; = ? \_ )  
Password needs to gain an **EXCELLENT** complexity rating upon entering it below

Login	<input type="text" value="jblack5678"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Email Address	<input type="text" value="jblack5678@amcheck.com"/>
<input type="button" value="Save Changes"/> <input type="button" value="Reset"/>	

5. Enter your new Login and click “Sign In”

## Online Employer

Online Employer is a comprehensive resource center for Employers, Employees, Providers and others wanting to improve their administrative operations. From payroll to HR and time tracking, our services are delivered faster, accurately, confidentially and most importantly, personally.

These enterprise solutions deliver sustainable benefits by connecting your people, your work practices and the latest technology to your business.

**Sign in to Online Employer**

**User Profile has been Created.  
Please Login**

Login:

Where do I enter my password?

[I forgot my password](#)

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New to Employee Self Service?  
[Click here to create your account](#)

6. Enter your new password and click “Sign In”

### Enter your Online Employer Password

Login:	<input type="text" value="jblack5678"/>	
Password:	<input type="password"/>	<a href="#">Forgot Password?</a>
<input type="button" value="Sign In"/>		

# \*\*Select your Online Employer Enhanced Credentials\*\*

## 7. Step 1 – Select your Image Category

### Select your Online Employer Enhanced Credentials

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website.

#### • Step 1: Choose your Online Employer Personal Image and Phrase

Please choose an image category, then click on the image you would like to use for your Online Employer Personal Image.

Image Category:



Selected Image



## 8. Choose your Personal Image and Phrase

### Select your Online Employer Enhanced Credentials

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website.

#### • Step 1: Choose your Online Employer Personal Image and Phrase

Please choose an image category, then click on the image you would like to use for your Online Employer Personal Image.

Image Category:



Selected Image



Please enter a phrase to use for your Online Employer Personal Phrase. **NOTE: This is not your password.**

Phrase:

Example: Best photo

Next >

## 9. Step 2 – Select and Answer Challenge Questions

✓ Step 1: Choose your Online Employer Personal Image and Phrase

● Step 2: Create your Online Employer Enhanced Credentials Secret Questions

Please select and provide answers to the secret questions below. The answer you give should be something that only you would know.

Question 1:

Answer:

Question 2:

Answer:

Question 3:

Answer:

Question 4:

Answer:

Question 5:

Answer:

< Back   Next >

## 10. Step 3 – Verify your Account Information

✓ Step 1: Choose your Online Employer Personal Image and Phrase

✓ Step 2: Create your Online Employer Enhanced Credentials Secret Questions

● Step 3: Verify your Account Information

Please confirm your email address. This address will be utilized for all Online Employer correspondences including the Forgot Password process.

Email Address:

< Back   Next >

## 11. Step 4 – Review Enrollment Data & Submit


✓ Step 1: Choose your Online Employer Personal Image and Phrase

✓ Step 2: Create your Online Employer Enhanced Credentials Secret Questions

✓ Step 3: Verify your Account Information

● Step 4: Review

**Personal Image and Phrase**

Personal Image: 

Personal Phrase: charmed

**Secret Questions**

Question 1: In which city was your father born?  
sacramento

Question 2: What was your major during college?  
law

Question 3: What is the first name of the eldest of your siblings?  
ron

Question 4: In which city was your grandfather born (mother's father)?  
germany

Question 5: What is your grandfather's middle name (your father's father)?  
carl

**Account Information**

Email: jblack5678@amcheck.com

**Would you like to register this computer?**

Yes, I plan on using this computer to access Online Employer in the future

No, this is a public computer or one I do not plan on using to access Online Employer in the future.

< Back Submit

## 12. Click on “Continue on to Online Employer”

**Congratulations!** You've successfully created your new enhanced Online Employer credentials.

From now on, when you log in to Online Employer, you'll be presented with your Security Image and Security Passphrase before you enter your password. If you don't recognize the image or phrase, do not enter your password - contact your administrator for further assistance.

You may occasionally be asked to answer your Challenge Questions, mainly if we don't recognize the computer you're using to access Online Employer. Once you answer the questions correctly, you'll be able to log in as usual.

If you have questions about the new security enhancements, please see the Help links on the login pages, or contact your administrator.

Continue on to Online Employer

### 13. Click on your Company Name

Home :: My AmCheck :: Employee :: Employee Login

## Employee Login

Leading Provider of Payroll, HR, Benefit Administration & Workers Compensation

# Home

Home | My Profile | Log Out

### Information Center

**NEW HIRES**


Please consult your Account Director when hiring new employees in states other than your corporate location. This will help ensure accurate tax calculations and filings. AmCheck will not be held liable for incorrect employee tax setups.

### Product Options

Search: Code [ ] Search

Employee Services	Code	Name
	DEM6	CHRISTIANNE'S AMCHECK TEST/DMO

\* To launch a product, select the appropriate product tab and click on the company name. A new browser session will be launched.



14. You have successfully accessed the AmCheck Employee Self Service Center! Be sure to click on “Logout” when finished.

**AmCheck**  
PAYROLL • HR • BENEFITS

Call Toll Free 1-888-AMCHECK  
262-4325

## Employee Services

CHRISTIANNE'S AMCHECK TEST/DMO  
User Access: Read Only  
Employee: No Active Employee

### Information Center

No New Messages

[DIRECT DEPOSIT](#)

Logout  
Check View  
Employee  
Skills Inventory  
Payroll  
Timesheet  
Reports  
Home  
Directory  
Logout

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If you have difficulty logging in, please contact your payroll administrator, call your local AmCheck office at 480-763-5900 or visit <http://www.amcheck.com/login-assistance-request.php>