

Memo

To:	All Employees
From:	
CC:	
Date:	
Re:	Employee Self-Service at https://eservices.paychex.com/secure

With this memo we are pleased to introduce you to our Employee Self-Service website provided to us with our payroll services. The web address is <https://eservices.paychex.com/secure>. Your Company ID is 0435-MG80.

Your username is the first initial of your first name combined with your full last name, all using lowercase letters (example: "Joseph Bean" would be **jbean**). Your temporary password is the first initial of your first name combined with the first initial of your last name (both capitalized) and the last four digits of your Social Security number (example: Joseph Bean with a Social Security # XXX-XX-6677 would be **JB6677**).

If you have the same first initial and last name as another user, your username may not follow these rules. Please contact Renae Wilson 470-419-4606 for assistance if this applies to you.

Upon clicking the Secure Login button for the first time, you will be prompted to change your password.

You can select any item on the employee tab by clicking on the left menu links.

NOTE: For password resets, please contact Renae Wilson 470-419-4606.

Log in and check out the many features this new service has to offer!

New Paychex features allows you to:

- View past check history
 - View tax deduction info
 - Print tax forms
 - Utilize various calculators (i.e. 401k calculator or Paycheck calculator)
 - Ability to change address
 - Add emergency contacts
- **More features soon to come****