

The following are easy to follow instructions for logging in to view your online pay stub!

- 1) First you will want to go to the following address <https://www.estubview.com>
 - Notice how the address is typed. It's critical that the web address be typed in correctly or you will not be able to gain access to your stubs
- 2) Once you are at the website, click on employee portal entrance in the center of the screen. This will take you to the screen where you will enter your username and password.
 - Your unique userID contains three separate things.
 - First will be the first FOUR letters of your first name
 - The middle part of the ID will be your employee number with leading zeroes to equal a total of seven digits. Ex: if your ID # is 1234 you would put 0001234
 - The final part of the userID will be the letters DPH
 - For your password, you will type in DPH001, as soon as you are logged in you will be taken to a change password screen. Read the directions thoroughly on how to create a new password, there are specific criteria to follow.
 - You will also need to enter a valid Email address, then pick and answer a security question. This will come in handy should you ever forget your password and want to utilize the forgot password function on our website.
 - ****If you are logging in at a work station computer, and are prompted by the internet to save your password, always click NO!****
- 3) Once you have successfully changed your password, you will then click continue and be taken to your pay stub listings. To view a particular pay stub click on the number under the Trans ID column. This will pop up your pay stub in a new internet window. From here you can print your stub.
- 4) From this page you can also go in to your personal settings and edit them. Up near the top of the screen will be a link that says User Setup. When you click on this you will be taken to a screen with multiple options.
 - You can change your password from this screen.
 - You can enter the email address you want your pay stub sent to.
 - Below this you can choose how you would like your stub delivered, you can choose just a plain email, or you can choose to have your stub emailed to you in the form of a password protected PDF.
 - Below this you can choose to have your pay info sent to you via text message. Simply check the box that says sign up for estub text messaging. You can choose up to six options to be sent to your cell phone.
 - Once you have selected all your options, or have completed updating your profile, scroll down and click the save button. You are now finished.