



APS PayWize Employer and Supervisor Login Instructions

Employer and supervisor access to PayWize can be accessed via: www.accountabletoyouinc.com/payroll
Click on PayWize Supervisor Login. You may wish to save this to your favorites.

- You should have already received an email from us with this link, your login, a temporary password, and the Company Code.
- The first time you log in, you will be asked for personal information which will be used for future password resets (i.e. cell phone, email)
- Once set up, if you are unable to log in, click the FORGOT PASSWORD link, and an email with instructions will be sent to you. The attachment to the email walks you through the log in process and also shows you around the site.

APS PayWize Employee Login Instructions

Employees can access PayWize via: www.accountabletoyouinc.com/payroll
Click on PayWize Employee Login. You may wish to save this to your favorites.

The first time you log in, you will need to click the “**New User**” tab and enter:

- Company Code (Supervisor to provide)
- First Name
- Last Name
- SSN (Last 4 Digits)
- Birthdate (mm/dd/yyyy)
- If the log in attempt fails, it is most likely due to an incorrect SSN or DOB. Please confirm this information with your employer.

More detailed instructions of this process are on the following pages.



PayWize Employee Login Creation

Employees can access PayWize via: www.accountabletoyouinc.com/payroll
Click on PayWize Employee Login. You may wish to save this to your favorites.

Once you are on that website, click the “New User” tab as shown below.

A screenshot of the PayWize Employee Login page. The page has two tabs: "Login" (green) and "New User" (grey). A red arrow points to the "New User" tab. Below the tabs, there is a message: "If you have previously created a profile, you may login by using your existing login name and password." Below this message are two input fields: "Username" and "Password". There is a "Forgot your password?" link and a blue "Login" button.

Enter the requested information and click the “Submit” button.

Note: The Company Code is provided to you by your supervisor. The Company Code can be found on previous paycheck stubs. It is a 4-character code that typically precedes the employer name on the stub. If you can't find this code, check with your employer. Enter your first name as it appeared on your prior paycheck stubs.

A screenshot of the PayWize Employee Self Enrollment Lookup page. The page has two tabs: "Login" (grey) and "New User" (green). Below the tabs, there is a heading "Employee Self Enrollment Lookup". Below this heading are five input fields: "Company Code", "First Name", "Last Name", "SSN (Last 4 Digits)", and "Birthdate (mm/dd/yyyy)". There is a calendar icon next to the birthdate field. At the bottom right, there is a blue "Submit" button.



Next, enter your email address. Create a login and password. Then, click the Submit button.

A registration form with a header containing two tabs: "Login" (grey) and "New User" (green). The form contains four input fields: "Email", "Login Name", "Password", and "Password again". A blue "Submit" button is located at the bottom right.

You will receive verification when the enrollment is complete.

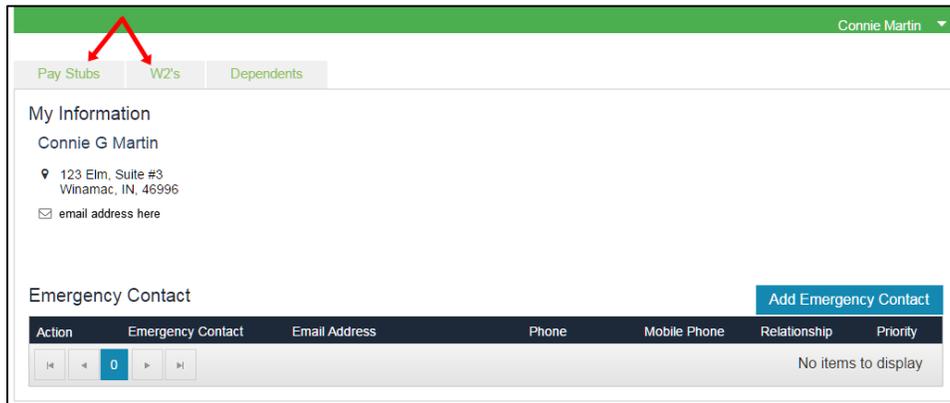


Log in using the login and password that you just created.

A login form with a header containing two tabs: "Login" (green) and "New User" (grey). Below the header is a message: "If you have previously created a profile, you may log in by using your existing login name and password." There are two input fields: "Username" with a person icon and "Password" with a key icon. A blue "Login" button is at the bottom right, and a link "Forgot your password?" is at the bottom left.



Once you are logged in, you can view available pay stubs and W2s (when applicable).



The image below is an example of what you will see when you click on the “Pay Stubs” button. Click on any “Earnings statement” to see its detail. Most recent statements will appear first. Your pay stub will not show here until the pay date. You will receive an email at the address you provided in your login setup on pay day to let you know that your statement is ready to view.



Click the arrow beside your name to edit your profile, change your password, and/or to logout. Please be sure to logout **if you are using a public computer** when you are finished viewing your online profile.

