

# EMPLOYEE PAYROLL ONLINE ACCOUNT

Our payroll system has been designed to provide you with secure and easy access to your payroll records.

## HOW TO SET UP YOUR ONLINE ACCOUNT

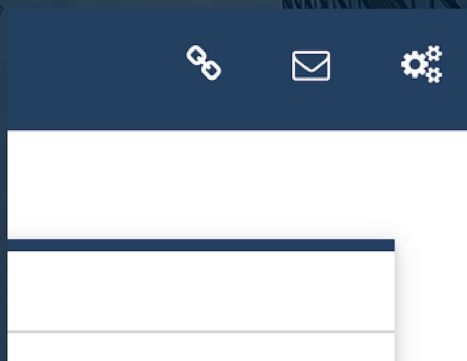
Go to [omspays.com](http://omspays.com).

Enter your assigned User ID and password printed on this flyer.

Click on the GREEN Login button.

To change your password once you have successfully accessed your employee dashboard; go to the upper right corner of the website click on the settings (gears) icon and choose PREFERENCES from the dropdown menu.

Remember to save or record your password in a safe place.



NAME

YOUR USER ID:

PASSWORD:

## HELPFUL INFO:

### VIEW PAYCHECK

From the main menu click Payroll, Payroll Info, then Check History. From the list, click the small-dollar bill icon to the left of each entry to view the detailed paystub.

### UPDATE ADDRESS

To update your address and email notifications, go to the main menu and select My Info, then Info. It's important to keep your home address up to date for W-2 mailings.

### W-4, TAXES

If you'd like to change your tax withholding amount, please see your employer to complete a new W-4.

### HELP CENTER

Visit our main website [omsgroup.com](http://omsgroup.com) and click Help. Search our database of tutorials and info, or open a support ticket if you're experiencing a problem.