

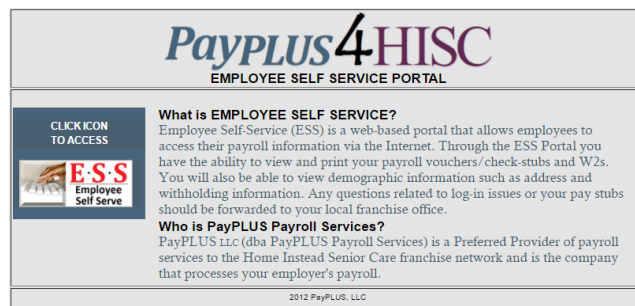
# HOW TO ACCESS PAYPLUS

All CARE Pros will have access to the PayPlus system once they receive their first check. CARE Pros will be able to view not only their current pay statement, but previous pay statements, W-2 forms and other pay related information such as Sick Time and W-4 information.

**PAYSTUBS ARE EMAILED:** Your paystub is emailed to you by 2 pm on each pay day. The email subject line says: DO NOT REPLY Payroll Information. Client to open the attachment. Your VMR password is the last 4 digits of your social security number.

OR:

- Go to: [www.payplus4hisc.com](http://www.payplus4hisc.com)
- Click on the white icon on the left-hand side. (It will say ESS Employee Self-Serve)



- A User Name and Password screen will appear.

## PayPLUS

## Employee Portal

The image shows the login screen of the PayPLUS Employee Portal. At the top, there are three tabs: "Secure User Login", "New User Registration", and "Forgot Password". Below the tabs, the "Please Log In" section is active. It contains the text "Enter your credentials for access." and two input fields: "User Name" and "Password". Below the "User Name" field, there is a link that says "I forgot my password". Below the "Password" field, there is a "Sign In" button. To the right of the login fields, there is a welcome message: "Welcome to your employee self-serve portal" followed by "Please sign in with your credentials to continue". At the bottom right, there is a link that says "Take me to the mobile version of this website".

- Your User Name is the first initial of your first name, followed by your full last name, and finally the last 4 digits of your Social Security Number. (i.e.: Jane Smith = JSmith6789)
- Your Password is your first & last name initials followed by the last 4 digits of your Social Security Number. (i.e.: Jane Smith = SB6789)
- Please keep in mind that after logging in for the first time, you will be prompted to change your password immediately. Only our office manager and franchise owner have access to unlock your account if you attempt to login and fail more than 3 times. Please make sure to write down your new password and keep it somewhere safe.