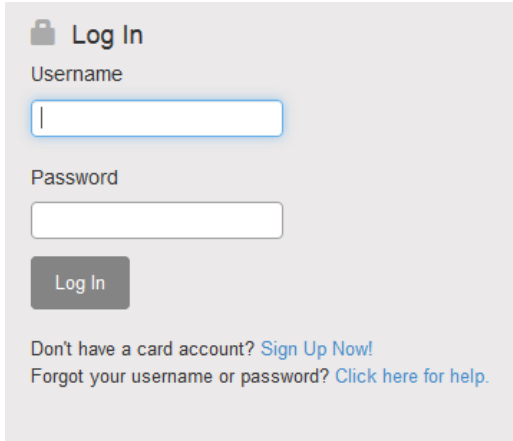


CREATING AN ACCOUNT TO VIEW PAYSTUBS & W-2s

Accessing paystubs and W-2s through the Global Cash Card system **does not** require you to have a cash card. Paystubs can be viewed up to 1 week after they've been paid. W-2s are available online no later than January 31st

The process to view the paystubs can be done in 5 EASY STEPS!

1. Go to YourEmploymentSolutions.com and under the "For Employees" tab click "View Paystubs" This will take you to the Global Cash Card Log In. If you have a log in already enter your information there. If not, click "Sign Up Now!"



Log In

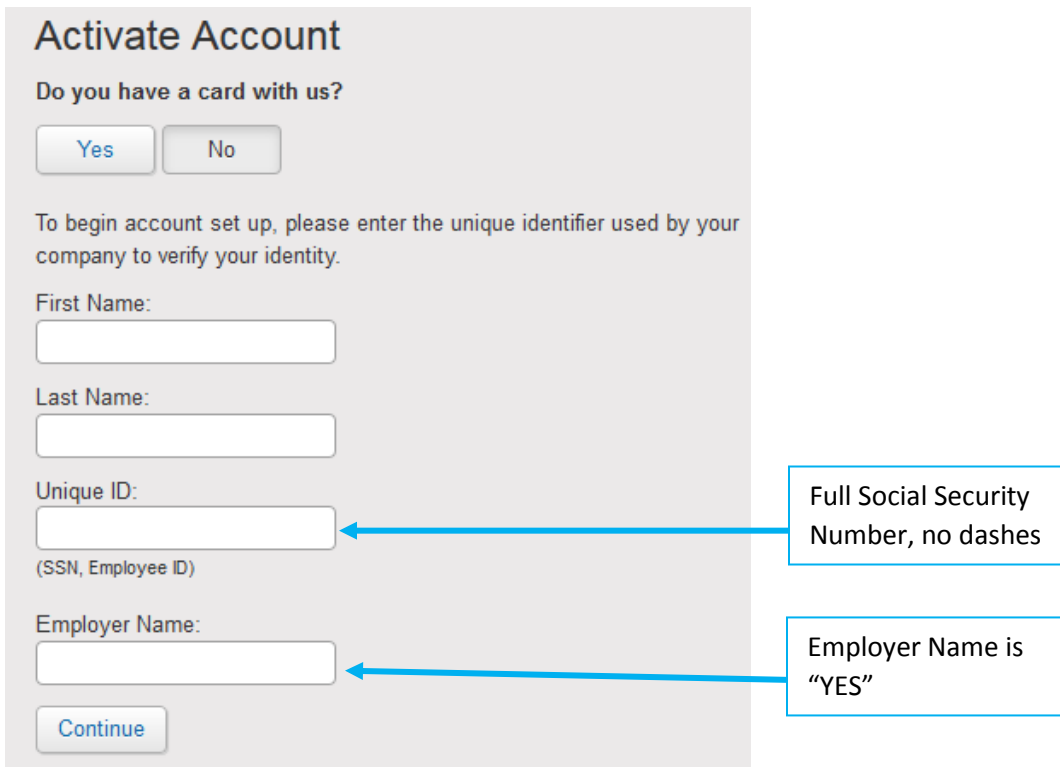
Username

Password

Log In

Don't have a card account? [Sign Up Now!](#)
 Forgot your username or password? [Click here for help.](#)

2. The next question asks if you have a cash card with us. If you do click "Yes" and enter your card information. If you don't click "No".
3. Next, fill out your basic information:



Activate Account

Do you have a card with us?

To begin account set up, please enter the unique identifier used by your company to verify your identity.

First Name:

Last Name:

Unique ID:
 ← Full Social Security Number, no dashes
(SSN, Employee ID)

Employer Name:
 ← Employer Name is "YES"

4. Once that information is filled out click continue to finish the enrollment process.

The screenshot shows a registration form with the following fields and sections:

- *Username:** Text input field.
- *Choose a Password:** Text input field.
- *Confirm Password:** Text input field.
- Password Checklist:**
 - ✗ 8-20 characters
 - ✗ No spaces or invalid symbols
 - ✗ 1 number, 1 lowercase letter, 1 uppercase letter
 - ✗ Confirmation matches
 - ✗ Not same as username
- *Country:** Dropdown menu (selected: UNITED STATES).
- Home Address:** Text input field.
- City:** Text input field.
- State/Province:** Dropdown menu (selected: -- Select State --).
- *Zip:** Text input field.
- Mailing Address:** Same as primary address above.
- Phone:** Country dropdown (selected: -- Select Country --) and text input field.
- Alt Phone:** Country dropdown (selected: -- Select Country --) and text input field.
- *Email:** Text input field.
- Occupation:** Text input field.
- *Security Question 1:** Dropdown menu (selected: Select a Security Question).
- *Security Answer 1:** Text input field.
- *Security Question 2:** Dropdown menu (selected: Select a Security Question).
- *Security Answer 2:** Text input field.
- *Security Question 3:** Dropdown menu (selected: Select a Security Question).
- *Security Answer 3:** Text input field.
- Submit:** Button.

Annotations in the image include a blue arrow pointing to the "Submit" button and a blue box with the text "All three Security Questions must be filled out." with two blue arrows pointing to the Security Question and Security Answer fields.

5. After clicking "Submit" your account is ready for you to view your paystubs!

If it states you've already created an account but can't remember your password, or if you've been locked out of your account, please contact Global Cash Card at 866.395.9200 and they can assist you in reactivating your account.