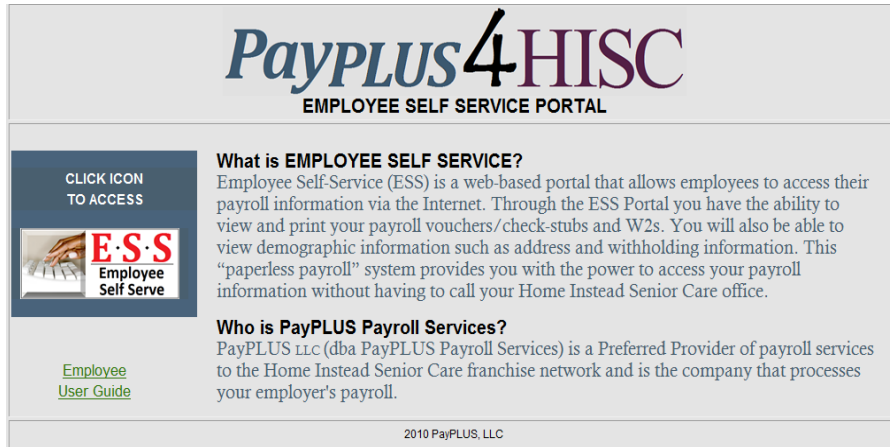


1. Go to www.payplus4hisc.com



2. Click on the ESS Self Service Icon.

You will see the screen below.

PayPLUS

Employee Portal

[Secure User Login](#) [New User Registration](#) [Forgot Password](#)

Please Log In

Enter your credentials for access.

User Name

Password


[I forgot my password](#)

Welcome to your employee self-serve portal

Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

3. Enter your user name (first initial of first name, full last name and last 4 digits of SS#) and password (first initial of your first name and first initial of your last name and last 4 digits of SS#). Click Sign In.
You should then see the screen below.

Your Info	Pay	Resources	Time Off
Pac Man 123 Independent Living Drive Omaha, NE 68128 support@payplusllc.com Emp# 866 Hired 05/01/2009	Checks 07/23/2010 07/08/2010	Gross   Combating Resistance	Type Balance

Messages

Please remember to call your hours in at the end of each shift and preferably before leaving client's home.

Remember to log out when done using the Self Service website.

From this area you can access your pay statements by clicking on each of the listed pay dates. You can also access your W2 information (if applicable) by clicking on the tax year listed. Change your password under Settings and access your personal information by clicking Menu.

4. To log out, click on the Exit button in the top right-hand corner of the screen.

