

To: All HMI Employees
Re: Your Employee Self-Service Login
Date: 08/15/2018

You now have access to view your pay stubs and personal payroll information online via our Employee Self-Service portal – MyPayCenter.

To register:

- 1) Go to MyPayCenter.com and click on the Register button at the bottom
- 2) Fill in the registration form. You will need the following codes when you register:
 - a. Invite Code: This is your employee number (found on your pay stub next to your name)
 - b. Client Code: 21527
 - c. Social Security: For security reasons, you'll need to enter the last 6 digits of your SSN
- 3) Once you have registered, you will receive an automated e-mail with a link to activate your account

To view your pay stubs

1. Login to MyPayCenter.com using your User Id and Password selected during registration
2. Click on the Earnings Statement tab at the top of the page