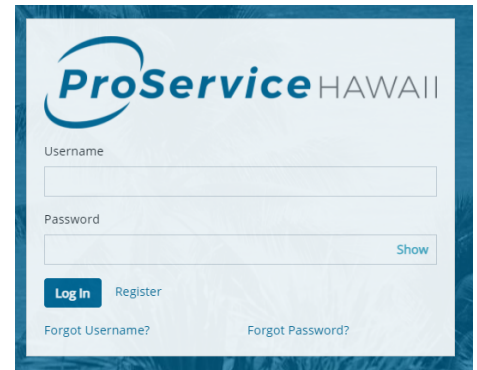
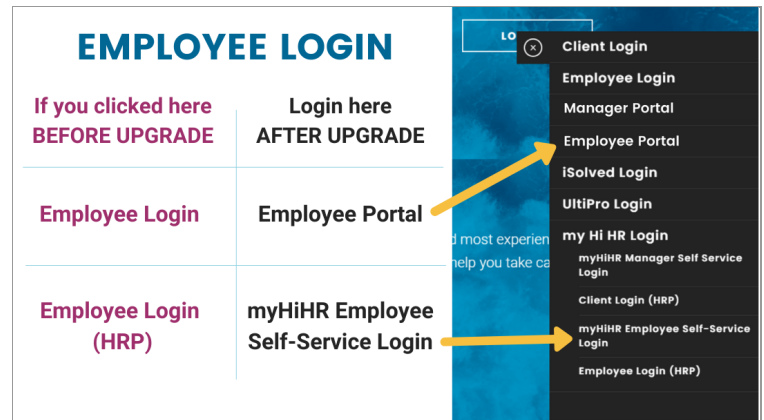


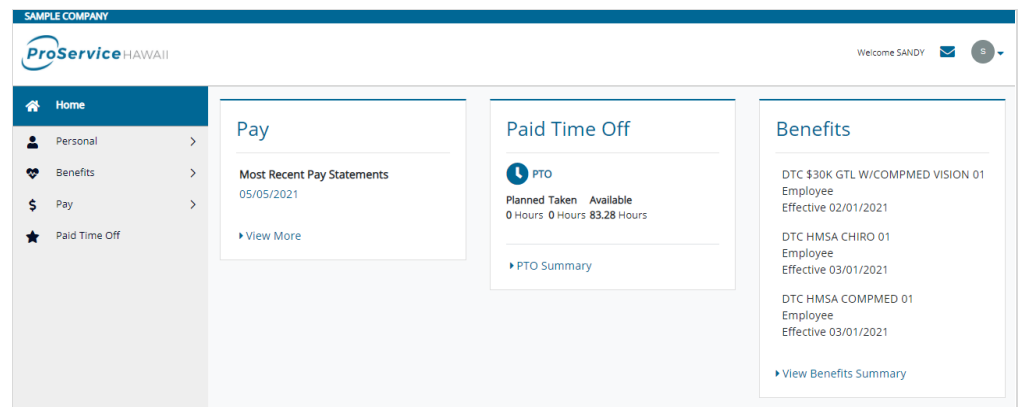
## Access your pay information online!

1. Go to [www.proservice.com](http://www.proservice.com).
2. From the upper right corner, click on **Login**.
3. Select the menu you should use after your upgrade **based on the chart** to the right.
4. A **login screen** will appear. The first time on this portal, you will need to click **Register** and create an account. Returning users can enter **Username** and **Password** to log in.



## Home Page

Access your paycheck details, PTO and Benefits information from the main screen.



## Other Key Features

Description	Location
View and Update your address	Personal > Address
View Direct Deposit	Pay > Direct Deposit
View W-2	Pay > W-2