

LANDES FRESH MEATS

Instructions to access check stubs

The Payroll Department is unable to see your password once it is set, so be sure to write down your user name and password and keep them in a safe but accessible place.

CyberPay Online (check stubs)

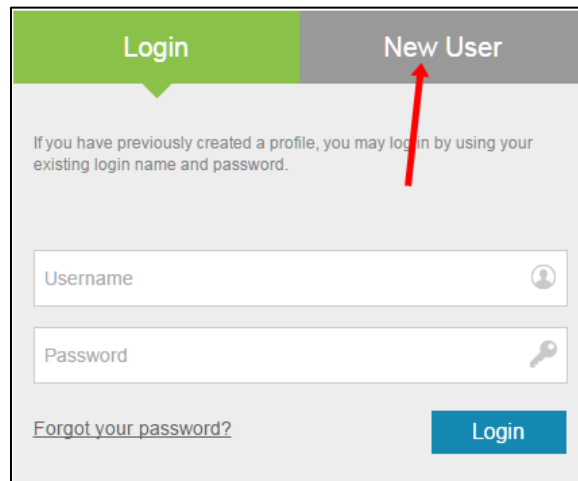
<https://ess.cyberpayonline.com/AHLK>

To access check stub information, go to the link above. The “AHLK” **must** be at the end.

If you are creating your account to retrieve check stubs for the first time, follow the instructions below:

Employee Login Creation

Click the “New User” tab as shown below.



The screenshot shows a web interface with two tabs at the top: "Login" (highlighted in green) and "New User" (highlighted in grey with a red arrow pointing to it). Below the tabs, there is a message: "If you have previously created a profile, you may login by using your existing login name and password." Below this message are two input fields: "Username" with a person icon and "Password" with a key icon. At the bottom left, there is a link "Forgot your password?". At the bottom right, there is a blue "Login" button.

Employee Self Enrollment Lookup

Company Code

First Name

Last Name

SSN (Last 4 Digits)

Submit

Enter the requested information. The Company Code (CRFD shown here) should be **4145**. Enter your first name as it appeared on your prior paycheck stubs. If your name is David but you go by Dave, you must enter David here or you might receive an error that you can't be found!

Employee Self Enrollment Lookup

CRFD

David

Casey

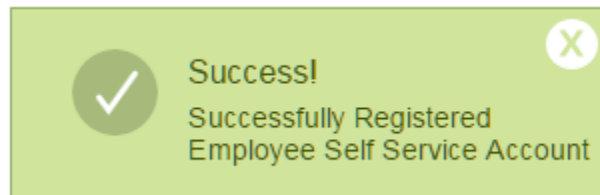
5652

Submit

Next, enter your email address. Create a login and password. Then, click the Submit button.

Form with tabs: Login (grey) and New User (green). Fields include: Email (dcasey@creekwoodfire.com), Username (dcasey), Password (masked with black dots), and a new password field (masked with blue dots). A Submit button is at the bottom right.

You will receive verification when the enrollment is complete.



Log in using the login and password that you just created.


Login New User

If you have previously created a profile, you may log in by using your existing login name and password.

[Forgot your password?](#) Login

Once you are logged in, you can view available pay stubs and W2s (when applicable).

The image below is an example of what you will see when you click on the “Pay Stubs” button. Click on any “Earnings statement” to see its detail. Most recent statements will appear first. **Your pay stub will not show here until the pay date.**

Pay Stubs	W2's	Dependents
<h3>Pay Stubs</h3>		
All Year Statements - Portal		
Check Date	Earnings Statement	
01/20/2016	Earnings statement	
01/13/2016	Earnings statement	
01/13/2016	Earnings statement	
01/06/2016	Earnings statement	