
HOW TO: ACCESS YOUR PAY INFORMATION

PAY STUBS

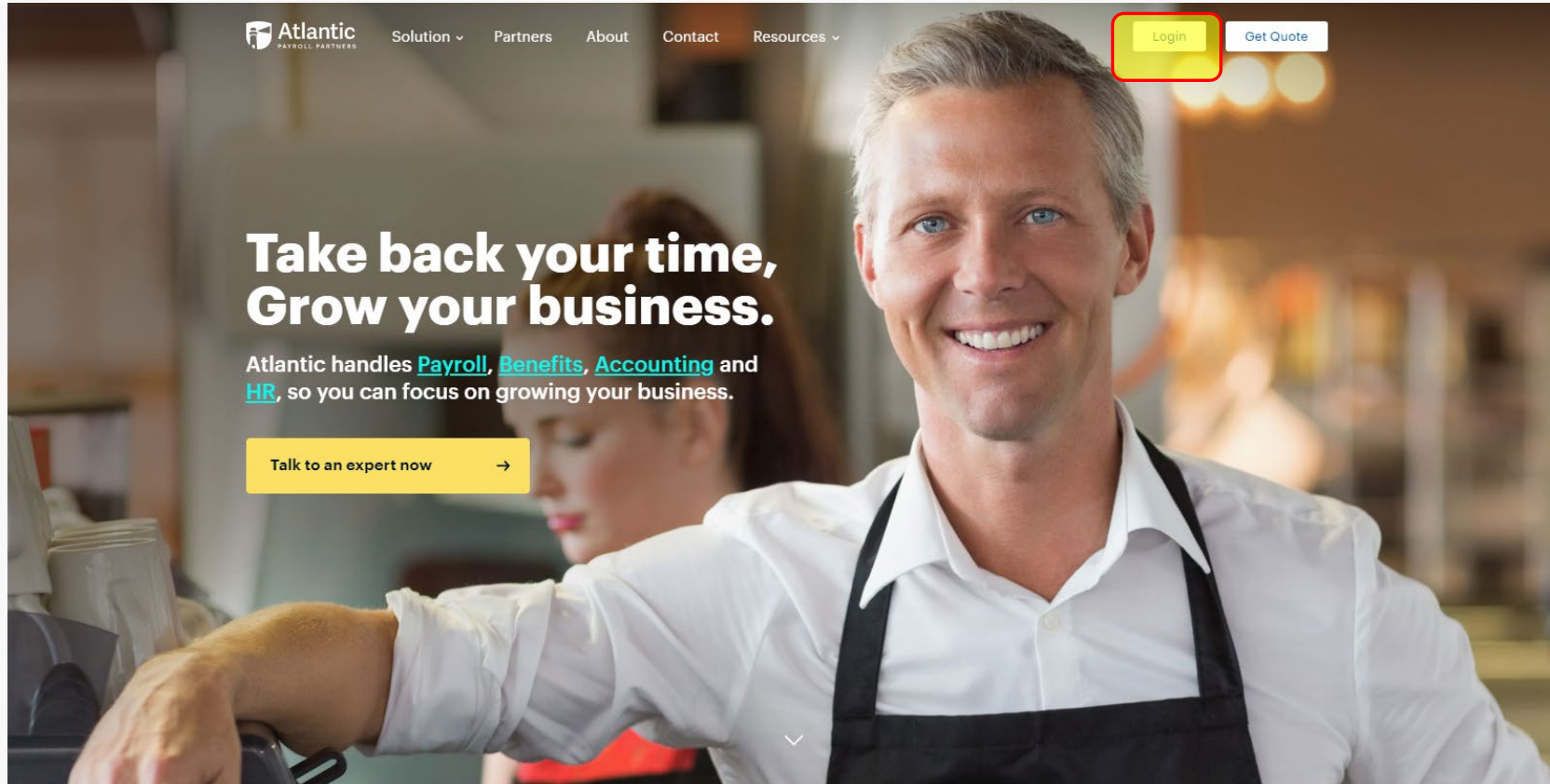
W-2S

MEMBER DEALS

TIME OFF AND MORE

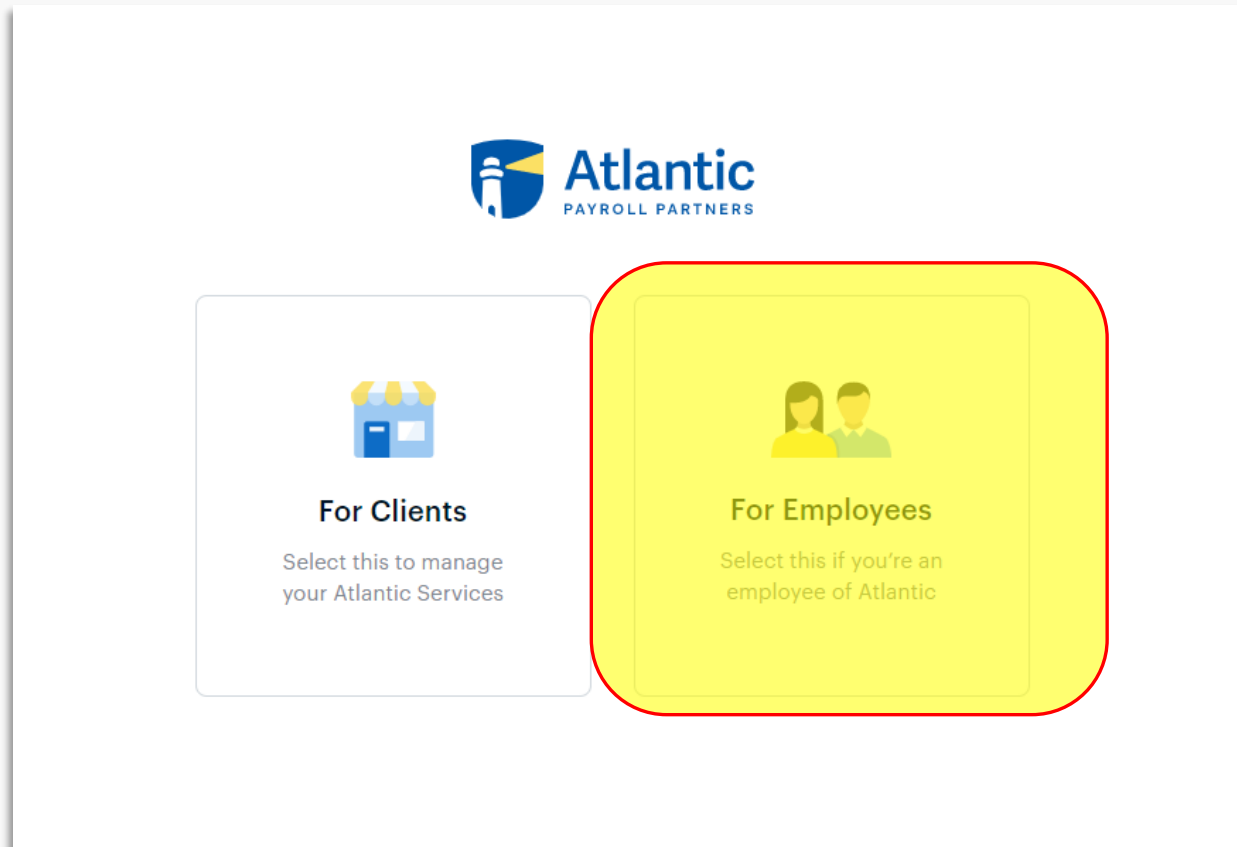


Step One:



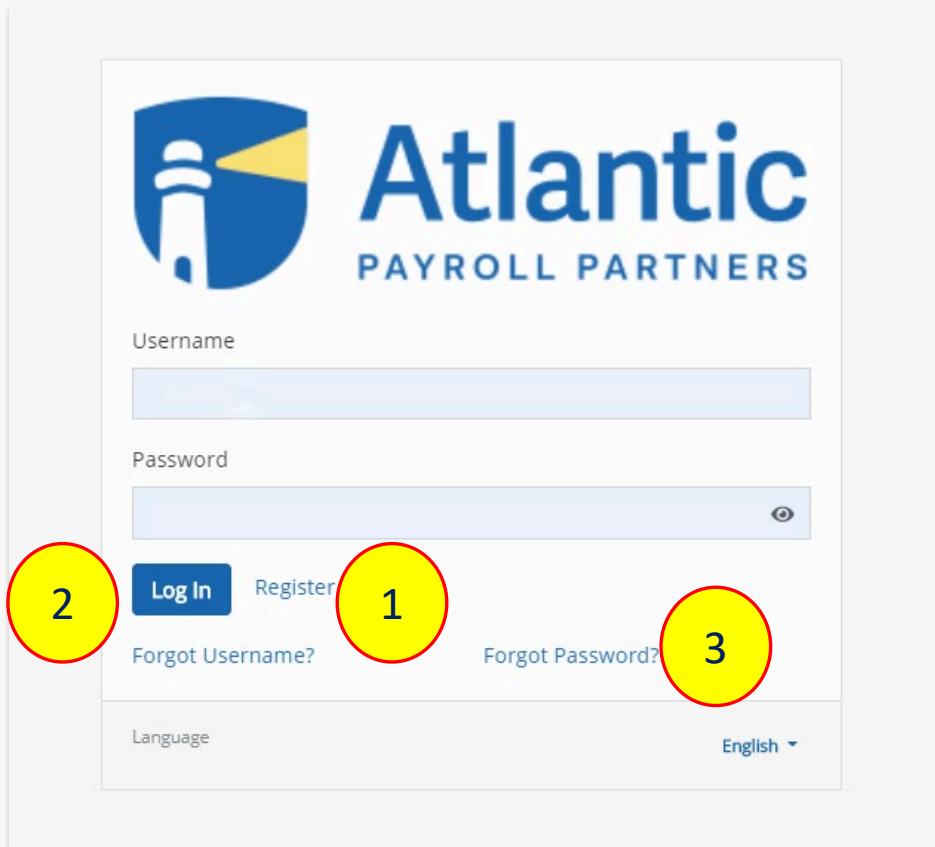
- Visit: atlanticpayroll.us
- On the top right hand corner you will see the login (highlighted).
- Click on login

Step Two:



- Once you've clicked on the login button on the Home Page, you will see the *screen to the left*.
- Click on For Employees in order to access the Login Portal.

Step Three (a):



The screenshot shows the Atlantic Payroll Partners login page. At the top left is the Atlantic logo, a blue shield with a white lighthouse and a yellow beam. To its right is the text "Atlantic" in a large blue font and "PAYROLL PARTNERS" in a smaller blue font below it. Below the logo and text are two input fields: "Username" and "Password". The "Password" field has a small eye icon on the right side. Below the input fields are two buttons: a blue "Log In" button and a grey "Register" button. Below the "Log In" button is a link "Forgot Username?" with a red circle containing the number "2" next to it. Below the "Register" button is a link "Forgot Password?" with a red circle containing the number "1" next to it. Below the "Forgot Password?" link is a red circle containing the number "3". At the bottom of the form is a "Language" dropdown menu set to "English".

1. If this is your first time accessing this page you will need to register in order to get started.



2. If you have logged in before, be sure to sign in with the correct Username and Password.



3. If you have forgotten your password, select "Forgot Password".

We don't have access to your password, selecting Forgot Password is the quickest way to Reset your password.

Step Three (b):

New User Registration

* Last Name

* Social Security Number (EIN Also Accepted)

* Personal Email

* Username

* Password

* Confirm Password

[Register](#) [Return To Login](#)

First Time Registration:

- Complete the form to the left
- *Note that your Last Name is needed, not First Name.*
- *Be sure to select Register in order to complete registration.*