

## EMPLOYEE SELF SERVICE LOGIN INSTRUCTIONS

AmCheck and *One Life Unlimited* are pleased to announce the Online Employee Self Service Center!  
Enjoy 24 hour access to all of your employment information in a convenient and secure location.

**Features Include:**

- View & Print Current and Previous Pay Check Stubs
- View & Print W-2's

If you need assistance, please contact your payroll administrator; call your local AmCheck office at 480-763-5900 or visit <http://www.amcheck.com/login-assistance-request.php>

1. Log on to [www.amcheck.com](http://www.amcheck.com) & Click on “Employee Login”

The screenshot shows the AmCheck website interface. At the top, the AmCheck logo and tagline 'PAYROLL • HR • BENEFITS' are on the left, and the phone number '1-888-AMCHECK (262-4325) | Corporate Office 480-763-5900' is on the right. A navigation bar contains 'Payroll Services', 'Payroll Solutions', 'About Us', 'Contact Us', and 'Login'. A red arrow points from 'Payroll Solutions' to a dropdown menu with 'Clients', 'Employee', and 'Time & Attendance'. Below the navigation bar is a 'Get a Quote' button. The main content area features a large image of a smiling man in a light blue shirt and yellow tie, with three AmCheck staff members behind him. To the left of the image are three orange buttons: 'Essential Payroll', 'Complete Payroll', and 'Enterprise Payroll'. Below this is a table with four columns: 'The AmCheck Way', 'Essential Payroll', 'Complete Payroll', and 'Enterprise Payroll'. The first column contains the text 'Not sure what you need? Help Me Decide'. The other three columns list specific features for each payroll option.

The AmCheck Way	Essential Payroll	Complete Payroll	Enterprise Payroll
Not sure what you need? <b>Help Me Decide</b>	<ul style="list-style-type: none"><li>• Fast Easy Set-up</li><li>• Online, Phone or Fax Input</li><li>• Great Live Support</li><li>• Economical</li></ul>	<ul style="list-style-type: none"><li>• Payroll and HR Integration</li><li>• Online Employee Services</li><li>• Flexible and Scalable</li><li>• GL and Time System Integration</li></ul>	<ul style="list-style-type: none"><li>• Full Spectrum Payroll and HR</li><li>• Flexible Efficient Control</li><li>• Integration with Your Systems</li><li>• Best Practices Compliance</li></ul>

2. Click on “Click here to create your account”



Get a Quote

## Online Payroll



[Home](#) [Login](#) [Search](#)

### Online Employer

Online Employer is a comprehensive resource center for Employers, Employees, Providers and others wanting to improve their administrative operations. From payroll to HR and time tracking, our services are delivered faster, accurately, confidentially and most importantly, personally.

These enterprise solutions deliver sustainable benefits by connecting your people, your work practices and the latest technology to your business.

#### Sign in to Online Employer

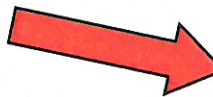
Login:

[Where do I enter my password?](#)

[I forgot my password](#)

[New to Employee Self Service?](#)  
[Click here to create your account](#)

[TimeVantage Users](#)  
[Click here to create your account](#)



3. Enter First Time User Name & enter the Access Code. First Time User Name must be lowercase with no spaces. Click "Submit".

Get a Quote

## Online Payroll



[Home](#) [Login](#) [Search](#)

Welcome to

## Online Employer

Innovative Solutions Empowering Employers and Employees

Enter the First Time User Name and Company Access Code given to you.

You will then be asked to supply additional user information.

#### First Time Employee Login

First Time User Name

Access Code

Last name + last 4 digits of your SSN  
i.e. "black9051"

49785368

**ACCESS CODE: 49785368**

4. Create a unique Login, Password and enter your email address. **Be sure to write down your login and password. You will need this for future access to the AmCheck Employee Self Service Center.** Click on "Save Changes" when complete.

## Create Your User Profile

Login must contain between 6-20 alpha-numeric characters  
Login and Password cannot be the same  
Password cannot contain the words 'password' or 'payroll'.

### New Password Compliance Rules

Password must contain a minimum of 8 characters and a maximum of 20 character(s)  
Password must contain mixed case letters (meaning at least 1 lower case character AND at least 1 upper case character)  
Password must contain at least 1 numeric digit  
Password must contain at least 1 of the following punctuation characters ( ! # \$ % & \* + / : ; = ? \_ )  
Password needs to gain an **EXCELLENT** complexity rating upon entering it below

Login	<input type="text" value="jblack5678"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Email Address	<input type="text" value="jblack5678@amcheck.com"/>

5. Enter your new Login and click "Sign In"

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These enterprise solutions deliver sustainable benefits by connecting your people, your work practices and the latest technology to your business.

### Sign in to Online Employer

**User Profile has been Created.  
Please Login**

Login:

[Where do I enter my password?](#)

[I forgot my password](#)

New to Employee Self Service?  
[Click here to create your account](#)

6. Enter your new password and click "Sign In"

### Enter your Online Employer Password

Login:	<input type="text" value="jblack5678"/>
Password:	<input type="password"/>

[Forgot Password?](#)



# \*\*Select your Online Employer Enhanced Credentials\*\*

## 7. Step 1 – Select your Image Category


### Select your Online Employer Enhanced Credentials











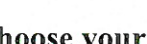





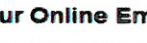

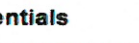
We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website.

#### • Step 1: Choose your Online Employer Personal Image and Phrase

Please choose an image category, then click on the image you would like to use for your Online Employer Personal Image.

Image Category:  

	<input type="text" value="Business and Technology"/>			<b>Selected Image</b> 
	<input type="text" value="Nature and Animals"/>			
	<input type="text" value="Food and Beverage"/>			
	<input type="text" value="House and Home"/>			
	<input type="text" value="Sports and Leisure"/>			
	<input type="text" value="Travel and Culture"/>			

## 8. Choose your Personal Image and Phrase

### Select your Online Employer Enhanced Credentials

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

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#### • Step 1: Choose your Online Employer Personal Image and Phrase

Please choose an image category, then click on the image you would like to use for your Online Employer Personal Image.

Image Category:

					<b>Selected Image</b> 
					
					
					

Please enter a phrase to use for your Online Employer Personal Phrase. **NOTE: This is not your password.**

Phrase:

Example: Best photo

Next >

## 9. Step 2 – Select and Answer Challenge Questions

✓ Step 1: Choose your Online Employer Personal Image and Phrase

● Step 2: Create your Online Employer Enhanced Credentials Secret Questions

Please select and provide answers to the secret questions below. The answer you give should be something that only you would know.

Question 1:	<input type="text" value="In which city was your father born?"/>
Answer:	<input type="text"/>
Question 2:	<input type="text" value="What was your major during college?"/>
Answer:	<input type="text"/>
Question 3:	<input type="text" value="What is the first name of the eldest of your siblings?"/>
Answer:	<input type="text"/>
Question 4:	<input type="text" value="In which city was your grandfather born (mother's father)?"/>
Answer:	<input type="text"/>
Question 5:	<input type="text" value="What is your grandfather's middle name (your father's father)?"/>
Answer:	<input type="text"/>

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## 10. Step 3 – Verify your Account Information

✓ Step 1: Choose your Online Employer Personal Image and Phrase

✓ Step 2: Create your Online Employer Enhanced Credentials Secret Questions

● Step 3: Verify your Account Information

Please confirm your email address. This address will be utilized for all Online Employer correspondences including the Forgot Password process.

Email Address:

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## 11. Step 4 – Review Enrollment Data & Submit

- ✓ Step 1: Choose your Online Employer Personal Image and Phrase
- ✓ Step 2: Create your Online Employer Enhanced Credentials Secret Questions
- ✓ Step 3: Verify your Account Information
- Step 4: Review

### Personal Image and Phrase

Personal Image:



Personal Phrase: charmed

### Secret Questions

Question 1: In which city was your father born?

sacramento

Question 2: What was your major during college?

law

Question 3: What is the first name of the eldest of your siblings?

ron

Question 4: In which city was your grandfather born (mother's father)?

germany

Question 5: What is your grandfather's middle name (your father's father)?

carl

### Account Information

Email: jblack5678@amcheck.com

### Would you like to register this computer?

- Yes, I plan on using this computer to access Online Employer in the future
- No, this is a public computer or one I do not plan on using to access Online Employer in the future.

[< Back](#) [Submit](#)

## 12. Click on “Continue on to Online Employer”

**Congratulations!** You've successfully created your new enhanced Online Employer credentials.

From now on, when you log in to Online Employer, you'll be presented with your Security Image and Security Passphrase before you enter your password. If you don't recognize the image or phrase, do not enter your password - contact your administrator for further assistance.

You may occasionally be asked to answer your Challenge Questions, mainly if we don't recognize the computer you're using to access Online Employer. Once you answer the questions correctly, you'll be able to log in as usual.

If you have questions about the new security enhancements, please see the Help links on the login pages, or contact your administrator.

[Continue on to Online Employer](#)

### 13. Click on your Company Name

Home :: My AmCheck :: Employee :: Employee Login

## Employee Login

Leading Provider of Payroll, HR, Benefit Administration & Workers Compensation

# Home

Home | My Profile | Log Out

### Information Center

**NEW HIRES**

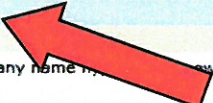
Please consult your Account Director when hiring new employees in states other than your corporate location. This will help ensure accurate tax calculations and filings. AmCheck will not be held liable for incorrect employee tax setups.

### Product Options

Search: Code [ ] Search

Employee Services	Code	Name
	DEM6	CHRISTIANNE'S AMCHECK TEST/DMO

\* To launch a product, select the appropriate product tab and click on the company name. A new browser session will be launched.



14. You have successfully accessed the AmCheck Employee Self Service Center! Be sure to click on "Logout" when finished.

**AmCheck**  
PAYROLL • HR • BENEFITS

Call Toll Free 1-888-AMCHECK  
262-4325

## Logout

- Check View
- Employee
- Skills Inventory
- Payroll
- Timesheet
- Reports
- Home
- Directory
- Logout

## Employee Services

**CHRISTIANNE'S AMCHECK TEST/DMO**  
User Access: Read Only  
Employee: No Active Employee

### Information Center

No New Messages

DIRECT DEPOSIT

User Agreement and Privacy Policy

If you have difficulty logging in, please contact your payroll administrator, call your local AmCheck office at 480-763-5900 or visit <http://www.amcheck.com/login-assistance-request.php>