

**Employee Self Service**  
**CAN NOT DO THIS ON A CELL PHONE**  
**MUST always be done on a computer**

- Go to [www.dscpayroll.com](http://www.dscpayroll.com)
  - Go to “RESOURCES”
  - Select “Login”
  - Select “Paycheck/W-2s” under Employee
  - If you have not registered or have been reset by your employer, select “Register/Reactivate your account”:
    - Client ID # 6000436
    - The system will walk you through the rest of the registration process.
  - If you have registered, enter your login information
    - Client ID # 6000436
    - Username / Password
  - After logging in you will have the following options.
    - View Earnings History
      - By Month, quarter, or get YTD totals
    - View Check Stubs
    - View Benefit Info
      - View vacation and sick time hours
    - View W-2s (*once we have processed W-2s for your company*)
  - Selecting “MY PROFILE” gives you the opportunity to change:
    - Email address
    - Username
    - Password
    - Security questions
- **ALWAYS SELECT “LOGOUT” WHEN DONE**