PAPERLESS PAY SETUP

STEP 1: Employee Portal Login

You can access your account from any internet connected computer by typing the website **CriswellAuto.PPCStubs.com** into the address bar.

- Enter your **UserID**:
  - ***WOODSTOCK EMPLOYEES:*** **CFW + Employee Number + First 4 letters of your First Name** (*all caps)*
  - ***MARYLAND EMPLOYEES:*** **CA + Employee Number + First 4 letters of your First Name** (*all caps)*
- Click Submit
- Select your preferred language
- Enter the default **password**:
  - ***WOODSTOCK EMPLOYEES:*** **CFW + 001** (*all caps)*
  - ***MARYLAND EMPLOYEES:*** **CA + 001** (*all caps)*
- Click Submit

STEP 2: Enter your Email Address

Once you complete the initial log in process, your email address can be used as the UserID to log in.

- Enter your Email
- Click Send Email
- You will receive a 6-digit number to confirm your email address. Check your SPAM/JUNK if you did not receive. Ensure you typed your email address properly if you did not get the code by clicking the back button.
- If you do not wish to enter an email address or do not have an email, click "I Don't Have a Phone"

STEP 4: Set Your New Personal Password

Create a Password known only to you and confirm the password. Your new password must follow these requirements:

- 8 to 20 characters
- One capital letter
- One lowercase letter
- One number
- One special character such as: !@#$%&*?

STEP 5: Crete a PIN

Your PIN is an additional verification when you log in to your account.

- PIN must be 4 digits long

STEP 6: Choose Three Security Questions

- Select and answer three questions

STEP 7: Set Up your email and text message notification options

- You can choose to have an email sent with a link to your password protected paystub
- You can choose to up to 6 text message notification options to have texted regarding your pay stub each period

STEP 8: Verify your information you have entered though the initial set up process

- Ensure the data you've entered is accurate and click Finish Set Up
- If you need to make any changes, click the Edit button next to the data you need to modify

STEP 9: Log in to Your Account

- Using the information you just set up, enter your UserID or Email Address
- Enter your Password
- Enter your PIN

STEP 10: Navigate your Account

- You can view your pay stubs under Stub Listing.

- Change your Email, Phone or Notification Options on My Info.
- View important messages from your employer on the dashboard.
- And so much more!