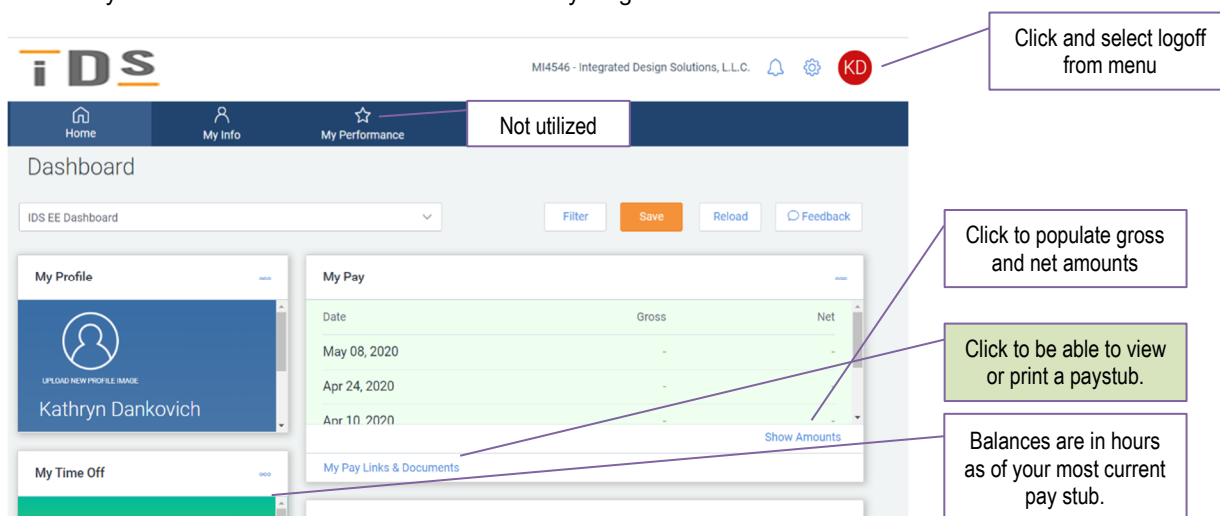


ReadyPay On-line (revised 4.18.22)

Introduction:

IDS has gone paperless for paystubs. IDS uses ReadyPay Online, through Proliant, our payroll service provider. The web address is <https://www.readypayonline.com/Proliant/Login/Login.aspx>. Use it to view your pay stub, payroll history, and W-2s. You can also make changes to your tax withholdings. The service is also available through Proliant's mobile app (it is called Proliant Mobile). Note: You must have logged initially through a computer in order to use the mobile app. IDS does not provide paper copies of direct deposit advices.

Here is the Dashboard that will appear with some notes for overview purposes. You only have view capabilities so click away and take it for a drive. You can't break anything.



The screenshot shows the ReadyPay Online dashboard for Kathryn Dankovich. The dashboard includes a navigation bar with 'Home', 'My Info', 'My Performance', and 'Not utilized'. The main content area is titled 'Dashboard' and contains several sections: 'My Profile' (with a profile picture and name), 'My Pay' (a table showing pay dates and amounts), 'My Time Off', and 'My Pay Links & Documents'. Callouts point to specific features: 'Click and select logoff from menu' points to the user initials 'KD' in the top right; 'Click to populate gross and net amounts' points to the 'Show Amounts' link in the 'My Pay' section; 'Click to be able to view or print a paystub.' points to the 'My Pay Links & Documents' link; and 'Balances are in hours as of your most current pay stub.' points to the 'My Time Off' section.

To activate your account:

1. Access the site at <https://www.readypayonline.com/Proliant/Login/Login.aspx>¹ (include the https//www)
2. Select the Employee login.
3. On the Employee Login screen enter your Username and Password.
 1. USER NAME: (As determined by you when you were hired)
 2. TEMPORARY PASSWORD: IDS#1! (type exactly as it is. You will be asked to change it.)
4. You will be prompted to change your password. **Passwords must be at least 6 characters in length and have at least one number or special character.**
5. You will then be prompted to verify your email. Enter the email address that you want to use.
6. You will then receive an email from noreply@readypay.com for verification. Follow the instructions, which include setting up three security questions. Once completed, you will be asked to login again. Be sure to use your new password, the one you set up in step 4.
7. You will then be logged into ReadyPay and will be on your Dashboard. You are almost done.
8. To complete the enrollment process, you must enroll to have the ability to see your paystubs and W-2.

¹ This was changed on April 18, 2022.

1. From the blue-ribbon bar, click on My Information. Then select Statements & Notifications.
2. Go to the bottom of the Electronic Direct Deposit Voucher and click on the enroll button. It will automatically enroll you in email notifications.
3. Next on the blue-ribbon bar, click on My Information and select W-2 1099. Near the bottom select enroll.
9. You have completed your setup. Going forward you will only need to enter your Username and Password.
10. To exit, click on the circle on the upper-right hand corner of your screen. A drop-down list will appear. Select Log Out.

To view or print your paystub:

- You can print view with the option to print your pay stub from My Information (located in the blue-ribbon) or by clicking on links from your dashboard (see page 1)
- Select Paychecks/W-2 from the drop-down menu
- Select Last Check or Check History from the options listed below the blue ribbon.
- Click on the printer icon that appears under Action
- The system will generate a pdf report that will appear in another tab; that is your pay stub
- You can hit the X on the top right to close the pdf. You can also print or save it like any other pdf.
- Log Out. See step 10 above.

cc: File

ec:

H:\ADMIN\HR\2022 Payroll\ReadyPay Instructions and URL update 4.18.22.docx