

How to View Your Pay Stub

Go to this website:

<https://myhr-etowahco.asc.edu>

Users are prompted for credentials (username is **ecboe**, password is **payroll**).

Username: ecboe

Password: *****

Once they have made it past that step, you get the next login screen (this is the actual payroll document site).

Username is: firstname_lastname (i.e. kelly_bryan)

Password is: username+last four of employee number (i.e. kelly_bryan1234)

If you do not know your employee number, please check with your school bookkeeper.

Welcome, Please Login

Username:

Password:

Once a user has logged in, the password can be changed. Use the following instructions:

Step 1: Log in with above instructions

Step 2: Click on the key (picture of a key)

The screenshot shows the Doc e Fill web application. At the top left, there is a navigation bar with several icons. A red arrow points to a key icon. Below this bar is a sidebar with a 'My Archived Images' section. The main content area features a 'Welcome to Doc e Fill' header with a logo. Below the header is an 'Icon Glossary' section with the following text: 'The icons in the upper left hand corner control almost all of the functions of Doc e Fill. The following list will detail the basic usage of each button.'

Icon	Function	Description
	Library	List of all documents available to you for origination
	Drafts	Documents you have saved for later editing
	Received	Documents sent to you from other users in the system
	Submitted	Documents originated by you and sent to others in the system
	Completed	Documents archived for future referenceng
	Settings on Demand	Access to personal documents from Doc e Scan
	Change Settings	Allows changing of password, archive settings, email settings, report settings, and location
	Print	Allows you to print a document
	Help	Opens the user manual in a new window
	Reports	List of all available reports

Step 3: Click on Password Settings

The screenshot shows a browser window titled 'Settings - Google Chrome' with the address bar containing 'https://myhr-etowahco.asc.edu/ChangePassword.aspx?'. The page content includes a list of settings: Password Settings, Email Address, Archive Settings, Location-Funding Source Settings, and Report Settings. Below the list, a message states: 'These Settings will take effect upon your next login.' A dark button labeled 'Change Password' is visible. Underneath, there are two input fields: 'Password:' and 'Repeat Password:'. At the bottom, there are two buttons: 'Submit' and 'Close'.

Step 4:Change password, retype the password and click submit.

If you have any problems or have questions, please call Gail Rice or email gail_rice@ecboe.org or kelly_bryan@ecboe.org.

Thank you.