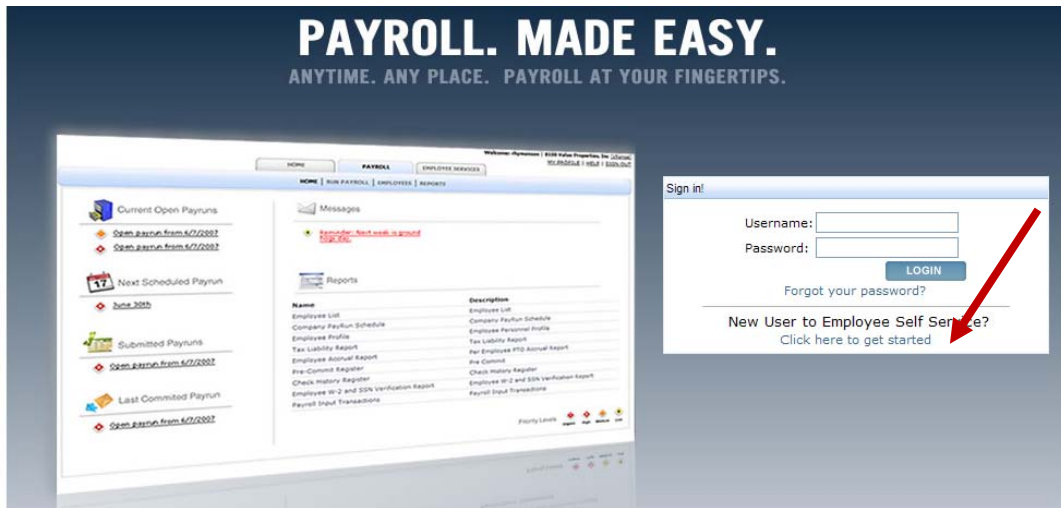


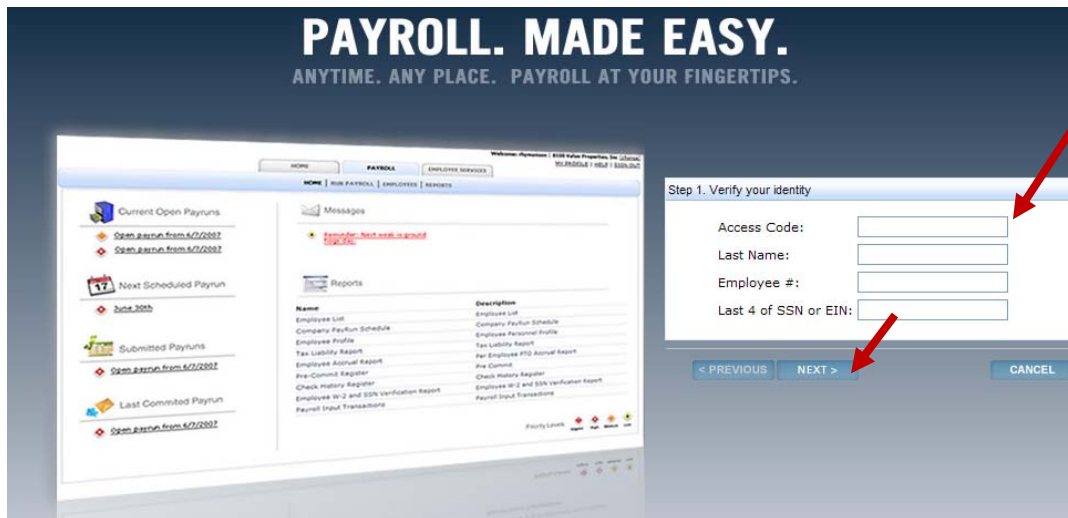
HOW TO USE PAY VIEW

Go to Encore Online → <https://encoreonline.radcliffepayroll.net/encoreonline>

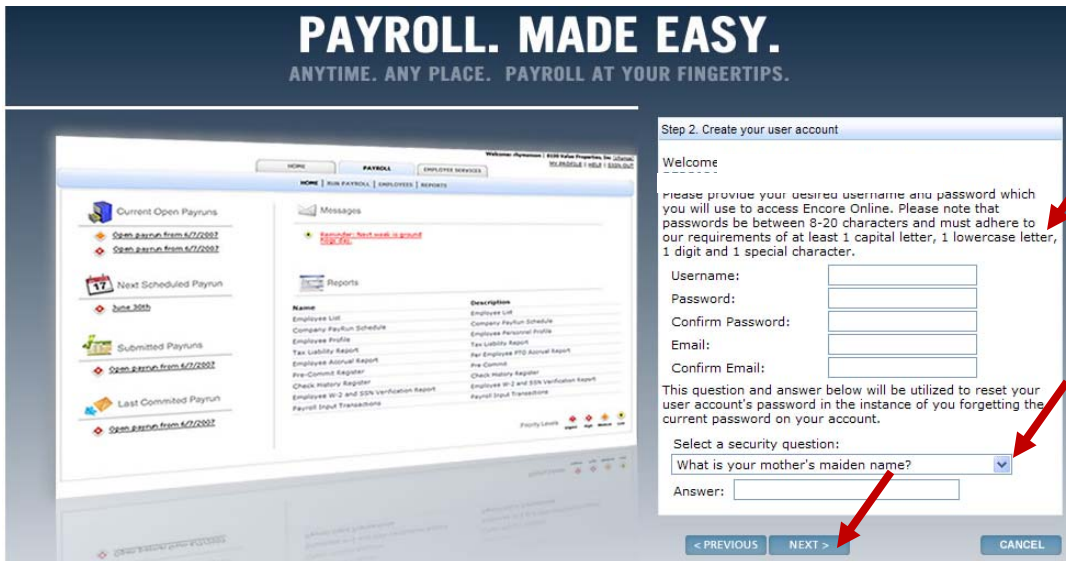
Click on “Click here to get started”



Fill in the blank fields. Note: Access Code = 01-Company Code (ie: 01-R711). Also your employee number must match exactly, so look at an old paystub or ask your employer for your number.



Create your user account. Enter your own unique username, password, and email address. Also select a security question and answer. Note in the instructions the password requirements. Click next. Verify your information on the last screen and click finish.



From here you can view your pay stubs and W2's. Simply click on the particular stub or W2 you wish to view (in this example there are no W2's available yet).

