

You can now access your pay statements online via PrimePay’s Single Sign-on Portal.

To access your personal information, you must first activate your user account in the system by visiting the following web site:

<https://services1.primepay.com/3E/useraccess/109889>

When you visit this site, you will need a Verification Key, which can be found on your most recent pay statement. This would be located in the top right hand corner of the electronic pay statement, or in the bottom left hand corner of a paper pay stub. This key is case-sensitive, and must be entered exactly as it appears on your paystub.

\*\*\*You may be required to use your Social Security number with no dashes instead of the verification key\*\*\*

Please follow the instructions on the website to set up your user name and password, as well as the security questions to activate your account. When setting up your password, please keep in mind it must fit the following criteria:

* One uppercase
* One lowercase
* One number
* One special character

Once your account has been activated, you can login and view your paystubs at https://services.primepay.com/Auth/login.aspx

If you encounter any problems, please contact your employer

* Please remember there is an auto filter when your pay statements first load. You can remove the auto filter to be able to view all of your pay statements. Below are instructions on how to remove the auto filter.

Instructions to remove filter:

1. Click on Filter (funnel icon)
2. Click X to remove the filter
3. Click Apply and View

