

# instructions for first-time log-on registration (electronic pay statements)

- Go to <https://www.mypaystub.ca>. You might want to bookmark the website for future reference.

- On the home page of the website, click on **Register – (New User)**

Username

Password

[Register - \(New User\) Français](#)

- Register by completing all fields:**

[Register - \(New User\)](#)


- Create your **Username**. Once it's set-up, it *cannot* be changed.
- Enter your **Division** and **ID#**. Be sure to input all zeroes as found on your paper paystub.

Username

Colleague/Emp ID

Div + Emp # (Include all zeroes)

EMPLOYEE STATEMENT OF EARNINGS AND DEDUCTIONS - PAY ENDING 07-16-2005						
DOE JOHN 00 000000000		CLERK		PAYMENT DATE 07-21-2011		
EARNINGS	CUR	YTD	DEDUCTIONS	CUR	YTD	
SALARY	1527.99	22735.89	FEDERAL TAX	282.44	4594.01	
LIFE TXBL FT	5.82	88.23	C.P.P./Q.P.P.	70.21	1112.39	
SHARES 25¢	19.10	261.66	EI	29.80	470.76	

- Create your **Pass Phrase** using your birthdate + the last three digits of your SIN#.
- Create your own **Password**; Confirm your Password.
- Enter your personal **email** address. Note –this will be used to send a temporary password in the event that you forget your password.
- Complete the **Verification challenge** – Type the two words that you see. If you can't read them, click the symbol  on the screen to obtain new challenge words.

Pass Phrase

Birth Date + Last 3 Digits of SIN (YYYYMMDD###)

Password

Confirm Password

Email

Complete the log on sequence by clicking the **Register** button

**The retention of your pay slips will be maintained until the October of the following year of your last pay.**

## After Registration Log-on Instructions

1. Go to <https://www.mypaystub.ca>.
2. On the *Self Service Login* page of the secure website, enter your **Username** and **Password** (remember, you defined both in the registration process).
3. Once you've successfully entered your Username and Password you'll be linked to the *Pay Statement Self Service* page where you'll find three tabs as shown below:



1. Select the **Pay Statements** tab to view and/or print your pay statements. Your statement history will be maintained on the site for five (5) years.
2. Select the **Email** tab to change your email address.
3. Select the **Password** tab if you wish to change your password to this website.

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**If you are unable to access the pay statement website, or if the information on your statement is incorrect, contact Central Payroll by emailing [payroll@loblaw.ca](mailto:payroll@loblaw.ca)**