# How to Adjust Paycheck Stub Notifications

Employees have the ability to enable email and text message (SMS) notifications to indicate when a new paycheck stub is available on MyBenefitsChannel.com. These notifications are optional and are disabled by default. **Step 1: Log-in to www.MyBenefitsChannel.com** 

- Go to www.MyBenefitsChannel.com and log-in using your username and password
- If it's your first time visiting the site, click the "Register Here" button to create your username and password **Step 2: Navigate to the Paycheck Stub app** 
  - Once you are logged in to MyBenefitsChannel.com, from your homepage click the "Online Pay Info" icon
  - Depending on your group's settings, click the "Paycheck Stubs" or "Paychecks" icon

#### **Step 3: Adjust Your Notification Settings**

• From the Paycheck Stub screen, locate the "Settings" icon in the upper right corner of the window

### \$ Paycheck Stubs

Paycheck Search - HR Admin Test	\$
Select Date Range:Start Date:End Date:3 Months8/20/201911/20/2019	
Results	
We could not find any paychecks for the given date range. Please select a different date range and try again.	

- By default, your email notifications will be turned off
- Enter the email address where you would like to receive email notifications, if desired
- Enter the phone number where you would like to receive text message notifications, if desired
  - Click the "Verify" button to
  - To enable email/text notifications, click the slider next to each desired notification option
    - Important Note: Email notifications are optional and you may change your setting at any time.
- Click the "Save" button to confirm changes

#### User Settings

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Notifications			
Enter your email and/or mobile phone information below in order to receive notifications by email or text			
	ate the verification process		
Verify Clear Phone Info	ete the ventication process.		
Select which notifications you'd like to receive			
	Email	Text Message	
Paycheck Notifications		• <del>• •</del>	
Save			

- Locate the "Menu" icon and select "Home" to return to the MyBenefitsChannel homepage
- **\*\*\***These steps may be repeated and notification settings changed at any time

## **Questions? Need Help?**

For technical assistance, please contact MyBenefitsChannel at 800.435.5023 ext. 2 or <u>support@mybenefitschannel.com</u>. For questions about the information on your paycheck stub, you can contact your HR or payroll department.