

# 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](http://www.MyBenefitsChannel.com)

- Go to [www.MyBenefitsChannel.com](http://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

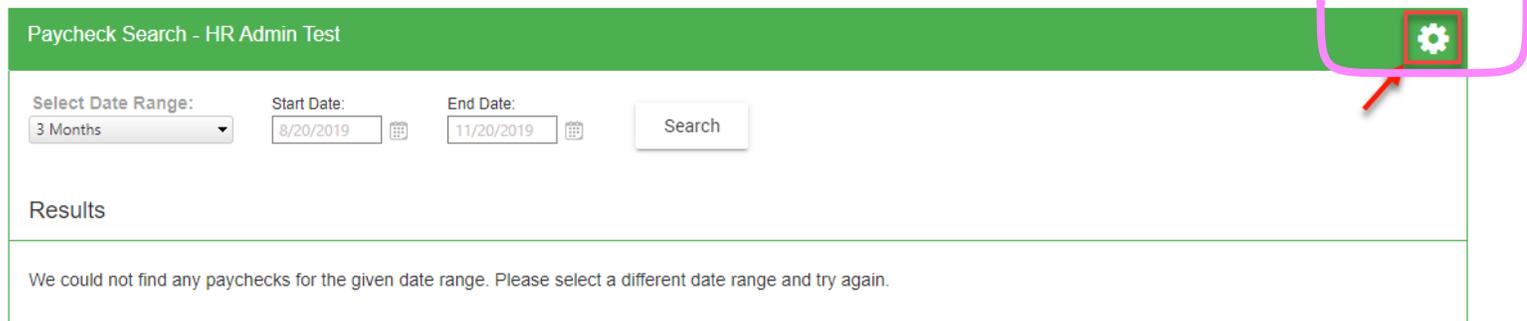
## Step 2: Navigate to the Paycheck Stub app

- 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

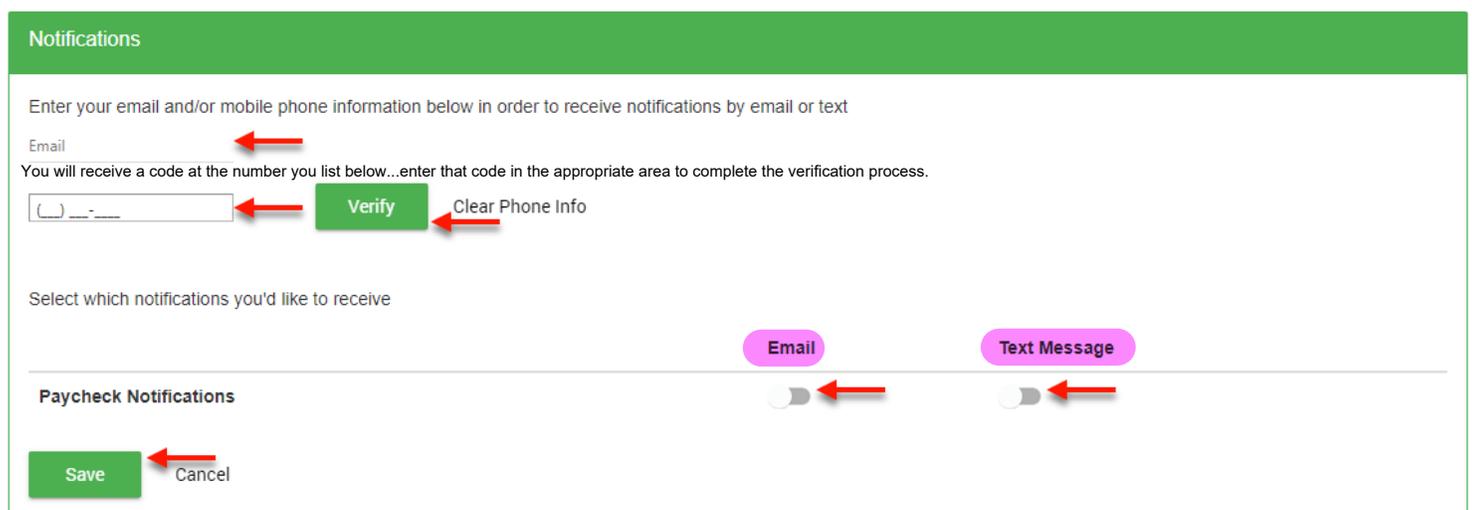
- From the Paycheck Stub screen, locate the "Settings" icon in the upper right corner of the window

### \$ Paycheck Stubs



- 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



- 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 [support@mybenefitschannel.com](mailto:support@mybenefitschannel.com). For questions about the information on your paycheck stub, you can contact your HR or payroll department.