

- 1) Go to: <http://www.engagepeo.com> and click on Employee Login
- 2) Enter Username and Password. *If you have forgotten your password, click on the Password Reminder link to reset and have a new one emailed to you. Contact us to retrieve your Username 727-565-2950 or contact@engagepeo.com*
- 3) Select the menu “Inquiries” on the left hand side of the screen
- 4) Select the submenu “Check Stub”
- 5) Select the year from the “Select Year” drop down menu
- 6) Click on the desired Pay Date, which is highlighted in blue
- 7) A summary of the information will be displayed. In order to access the detailed check stub, click on the **Reprint Check Stub** button, as show in Figure 2 below. After a few seconds, a pop up notifies you that your check is ready and to click on “Get Check.” The check will open in PDF format.

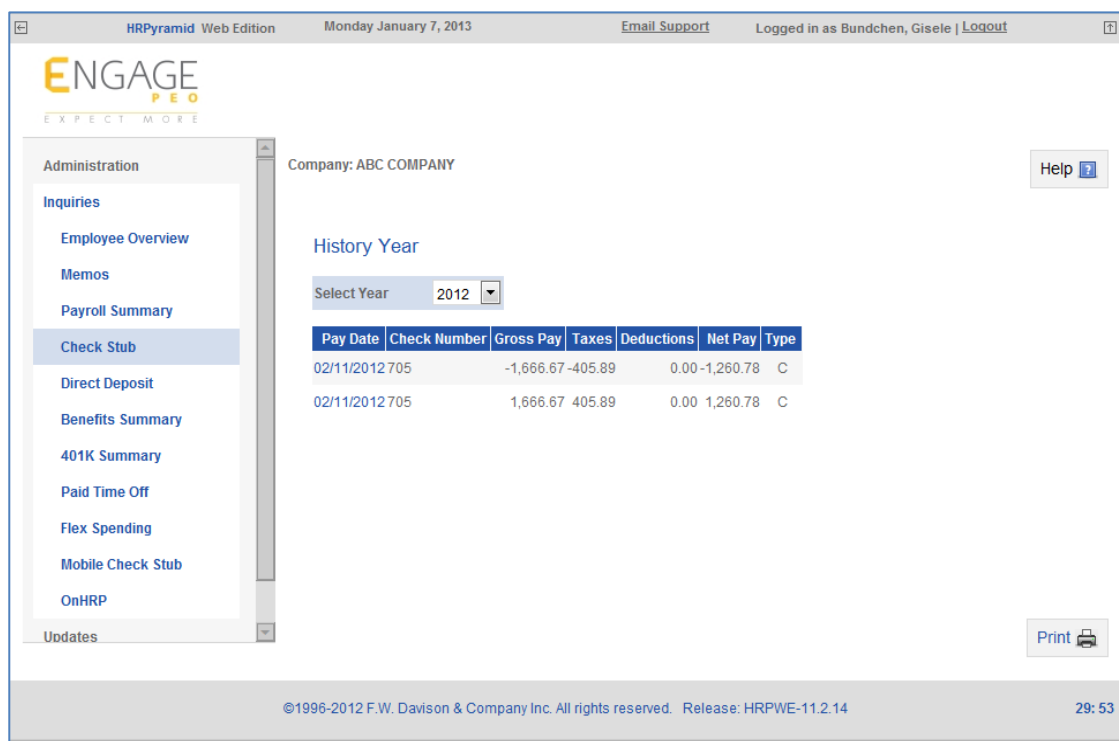


Figure 1



Figure 2