

FIRST TIME LOGIN

- 1)** Employee goes to WWW.PBIPAYROLL.COM
- 2)** Choose online employer
- 3)** Choose first time login
- 4)** Enter Last name & last 4 digits of Social Security number (login)
- 5)** Enter 60210495 (password)
- 6)** Set up unique login & password (system will prompt-follow onscreen instructions for proper login and password parameters).