Your Imagine Enterprises payroll info is available online in the **Employee Self Service (ESS) Portal**, to create an ESS Account, use the following instructions:

1. **Request a PIN number from Sherry Newlin by email:**
   sherry.newlin@imagine-enterprises.org

   - Include your employee ID#, name, and employer name.

2. Once you've received your PIN, open an internet browser, and go to the ESS Portal —
   https://paystubs.imagine-enterprises.org

3. Select Company "Imagine Enterprises" from the dropdown menu.

4. Click on "Create New User."

5. Complete the requested information:

   - **Username:** Type in a username that you will remember.

   - **Employee ID:** This is the Employee ID provided on your paycheck.

   - **Pin:** This is the PIN number provided by Imagine Enterprises.

   - **New Password:** Enter a new password into the New Password field.

     o Must be between 8 and 20 characters, have at least one capital and lowercase letter, one number and one special character (@!#$%^&*).

   - **Confirm Password:** Reenter the new password into the Confirm Password field.

   - **Last 4 SSN:** Enter the last four numbers of your social security number.

   - **Zip Code:** Enter the first 5 numbers of your home zip code.

6. Click on "Create User."

7. Click on "Continue" after your account has been created.

8. You will be directed back to the Log In screen, enter your Username and Password.

9. Click "Login" to enter the employee portal home screen.

10. Once you are on the home page, click "EMPLOYEE."

If you forget your login/password, you will have to re-create your user account by contacting Sherry Newlin (sherry.newlin@imagine-enterprises.org) to re-set your PIN. Be sure to provide your employee ID#, name and employer when requesting a PIN re-set. The password can only be changed in the portal once logged in, it cannot be re-set externally.

Drop Down Menu Options:

PERSONAL INFO

- Profile Info, Address, Phone, Hire Date, DOB
- For corrections/updates email sherry.newlin@imagine-enterprises.org; **all address changes must be submitted using IRS Form W4.**

FEATURES

- Earnings-Job Codes
- Tax Deductions (not available)
- Other Deductions (not available)

CHECK HISTORY

- Payroll Checks (Select View/Print for the desired pay stub.)

FEATURE HOURS — Not used

CALCULATORS

- 1040 Tax Estimator
- Buy or Lease?
- Amortizing Loan
- Loan Comparison

WEBSITES

- IRS.gov
- Social Security Administration

W2

- **Select the Year** and the W2 copy needed

If you have multiple employers, your Employee ID's can be linked to one ESS Account so that you can access all pay stubs with one login. However, to access W2s for each employer, you will still have to create a separate ESS Account for each employer. Please contact Sherry Newlin if you would like to link multiple Employee IDs under one ESS Account.

If you need additional assistance gaining access to your information, please contact:

Sherry Newlin

Phone: (325) 518-9939

Email: sherry.newlin@imagine-enterprises.org