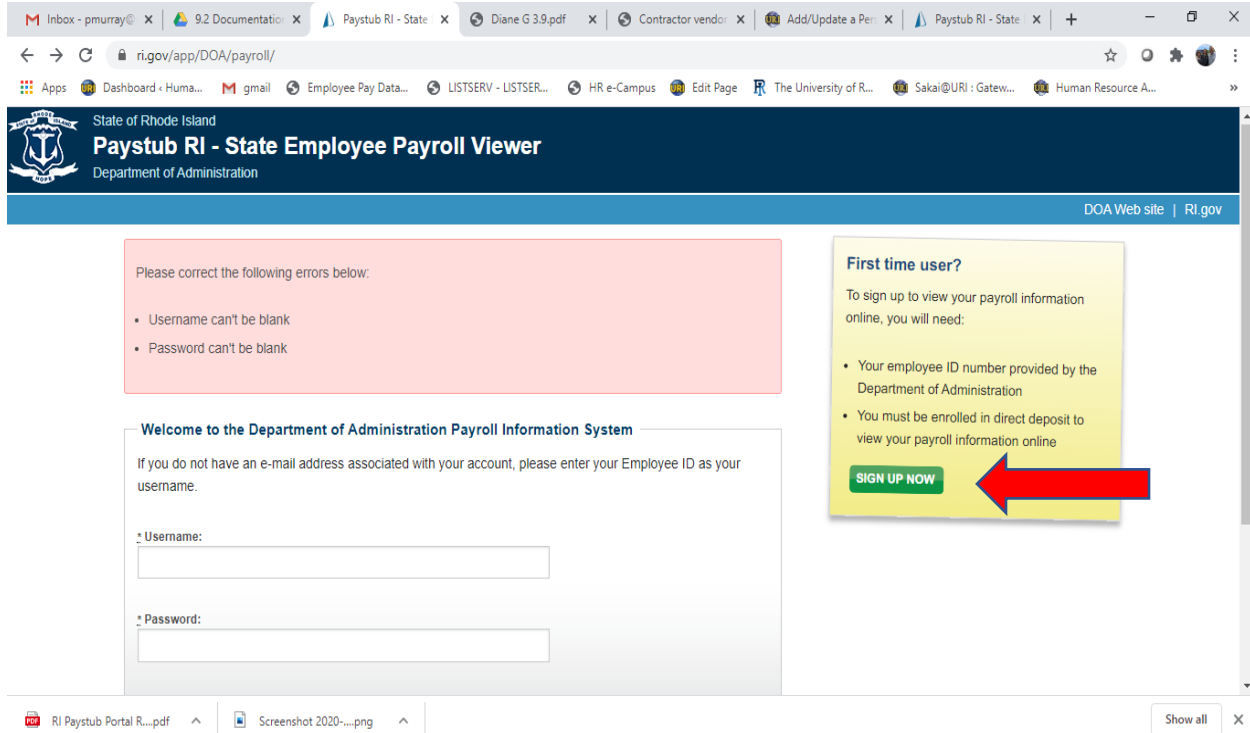


Paystub RI Registration Process Instructions

Once your direct deposit has taken effect, you will be assigned your state ID number and you will be able to register for Paystub RI.

Please follow these steps to register on the PayStub RI Portal to view your direct deposit advices and to keep up to date on important payroll messages.

1. Log on to the Paystub RI portal using *one of the following options*:
 - Download the RhoDyConnect app on your smartphone and click on the Paystub RI icon
 - Visit the [Human Resource Administration](#) website and click on Paystub RI – State Employee Viewer on the right hand side menu
 - Visit the [Paystub RI State Employee Payroll View](#) page on the State of RI website



On this page, click on **Sign Up Now**

Paystub RI Registration Process Instructions

The screenshot shows a web browser window with the URL ri.gov/app/DOA/payroll/identification. The page header includes the State of Rhode Island logo and the text "Paystub RI - State Employee Payroll Viewer" and "Department of Administration". A navigation bar at the top right contains "DOA Web site" and "RI.gov".

The main content area is titled "Sign up below" and contains the following text: "If you do not know your Employee ID number, contact your agency's payroll office." Below this text are three input fields:

- * Last Name:
- * Employee ID Number:
- * Date of birth (mm/dd/yyyy):

At the bottom of the form are two buttons: "CONTINUE" (orange) and "CANCEL" (grey).

The browser's taskbar at the bottom shows two open files: "RI Paystub Portal R...pdf" and "Screenshot 2020-...png". A "Show all" button is visible in the bottom right corner of the browser window.

2. On this page complete the following:

- Enter in your last name.
- Enter your employee ID Number – **this is your State ID number not your URI employee ID number.**

If you do not know what your state ID number is, contact Barbara Ghigliotti 874-5415 or Paula Aveyard at 874-2417

- Enter in your date of birth.

Click Continue

Paystub RI Registration Process Instructions

State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

Is this you?
Please verify the information below. For correction, please contact your agency's payroll office.

Name: Roscoe Murray

Agency Name: University Of Rhode Island

YES, CONTINUE → NO

Verify info and if correct, click **Continue**
If incorrect, click **NO** and contact Payroll Office

Agency should be University of Rhode Island

Privacy Policy

Official State of Rhode Island Online Service

State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

Sign Up

E-mail:

I do not have e-mail address

Password:

Your password must be at least 8 characters including uppercase and lowercase letters and at least one digit

Password Confirmation:

SIGN UP → CANCEL

Privacy Policy

3. Verify the information listed on the top panel. If this information is incorrect, click no and contact the payroll office.
4. Under Sign up on the bottom panel, complete the following fields:
 - Email Address - **This will be your Paystub RI User Name** This can be any email personal or work.
 - o Check off the box if you do not have an email address.
 - Password – This is what you will need to use when you sign into the Paystub RI portal.
 - Password Confirmation
5. Click Sign Up