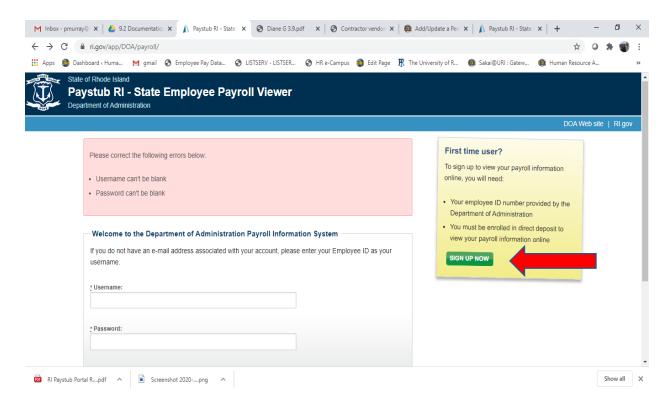
Paystub RI Registration Process Instructions

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.

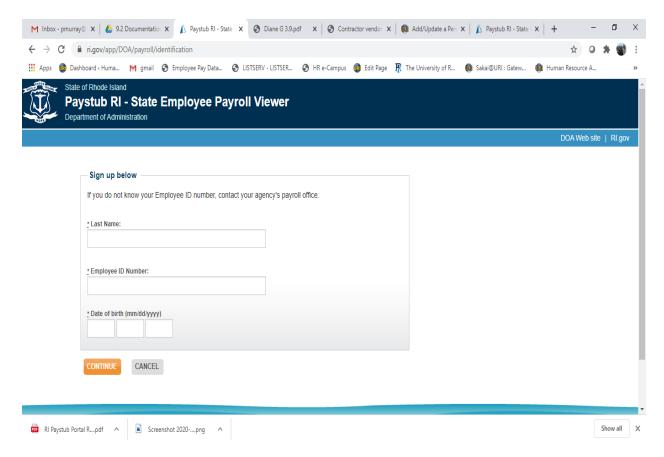
Please follow these steps to register on the PayStub RI Portal to view your direct deposit advices and to keep up to date on important payroll messages.

- 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 <u>Human Resource Administration</u> website and click on Paystub RI –
 State Employee Viewer on the right hand side menu
 - Visit the <u>Paystub RI State Employee Payroll View</u> page on the State of RI website



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

Paystub RI Registration Process Instructions



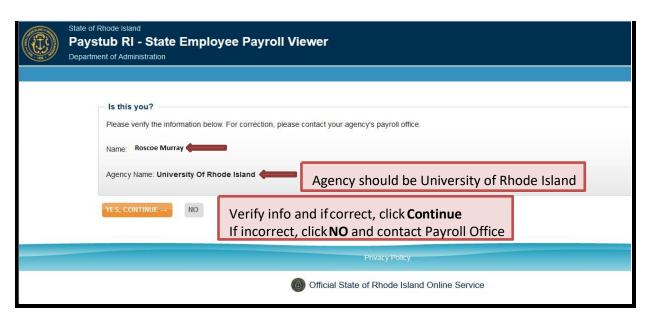
- 2. On this page complete the following:
 - Enter in your last name.
 - Enter your employee ID Number this is your State ID number not your URI employee ID number.

If you do not know what your state ID number is, contact Michael Marzilli at 874-5203 or Paula Aveyard at 874-2417

• Enter in your date of birth.

Click Continue

Paystub RI Registration Process Instructions





- 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