



GETTING STARTED WITH ONE SOURCE PAYROLL

LOGIN SECURITY SETTINGS

- Use the following link:
www.onesourcepayroll.com
- Choose Client Login
- Click on Version 5
- Employee Number = Provided by your employer
- Password = Last four digits of your SSN

Enter the information in the exact order listed below.

1. Enter your Employee Number
2. Click Show Settings to confirm the below information
3. Service ID = S0517
4. Client =STEPHENS
5. Click Update Roles button.
6. Enter your password (last four digits of your SSN) Then select the EMPLOYEE PAYVIEW

7. You will need to click to accept the website's Usage Terms and Conditions.

Note: Passwords are case sensitive.

The first time you login, you will be prompted to change your password. The password needs to be 8 characters and contain a capital letter, number and symbol.

Once you have updated the system with your new password, you will need to log in again, with your new password this time

Then the payroll screens will appear for the employee information.