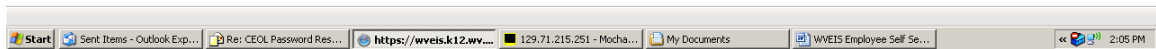
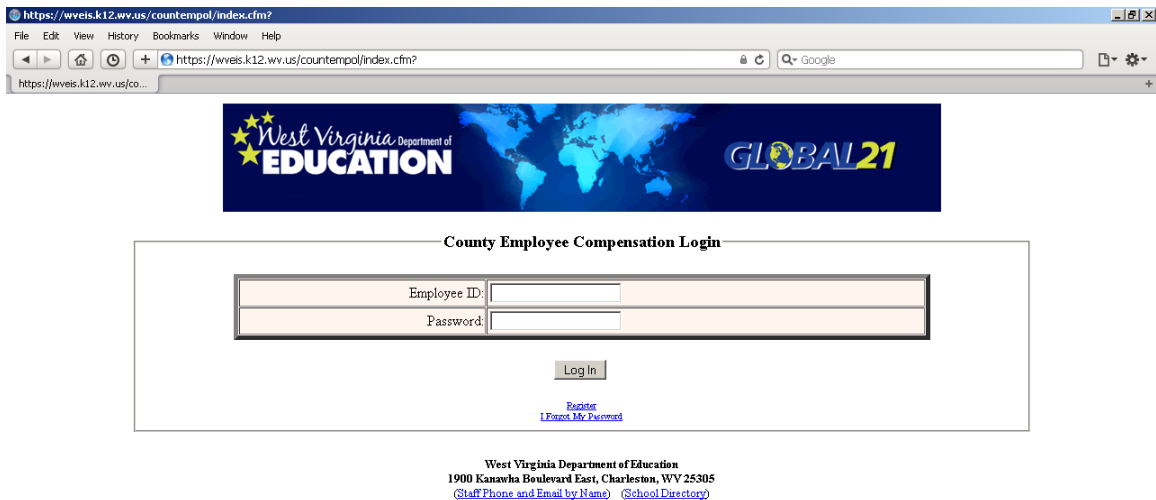


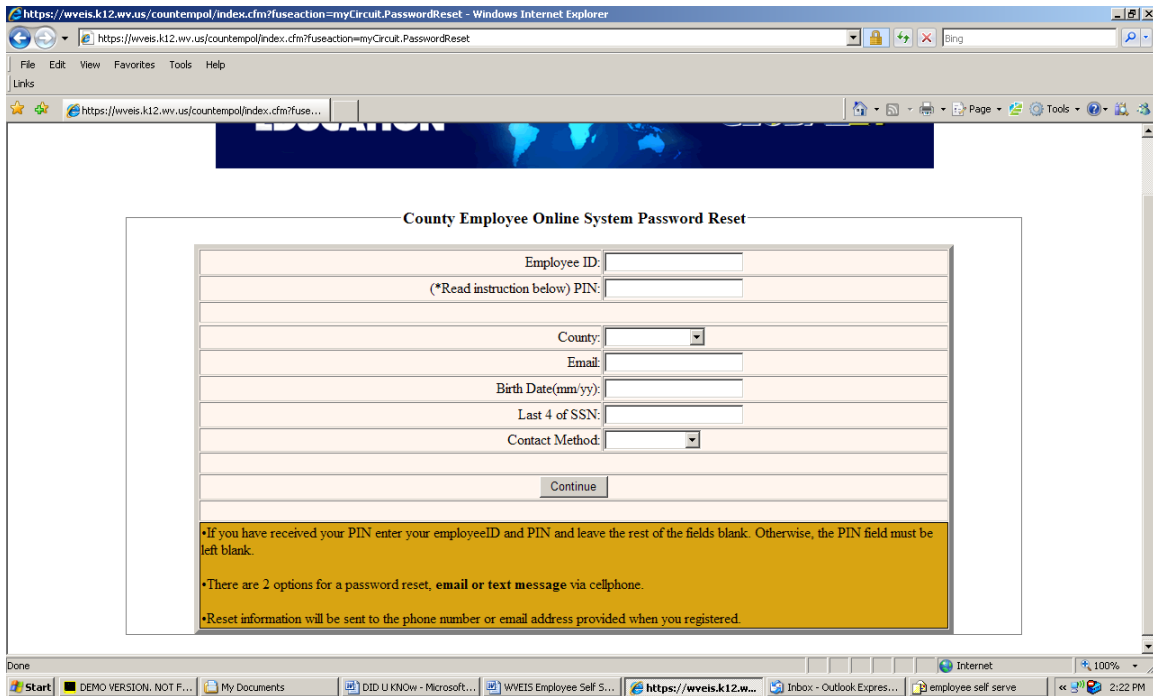
# WVEIS Employee Self Serve

## Resetting my Password



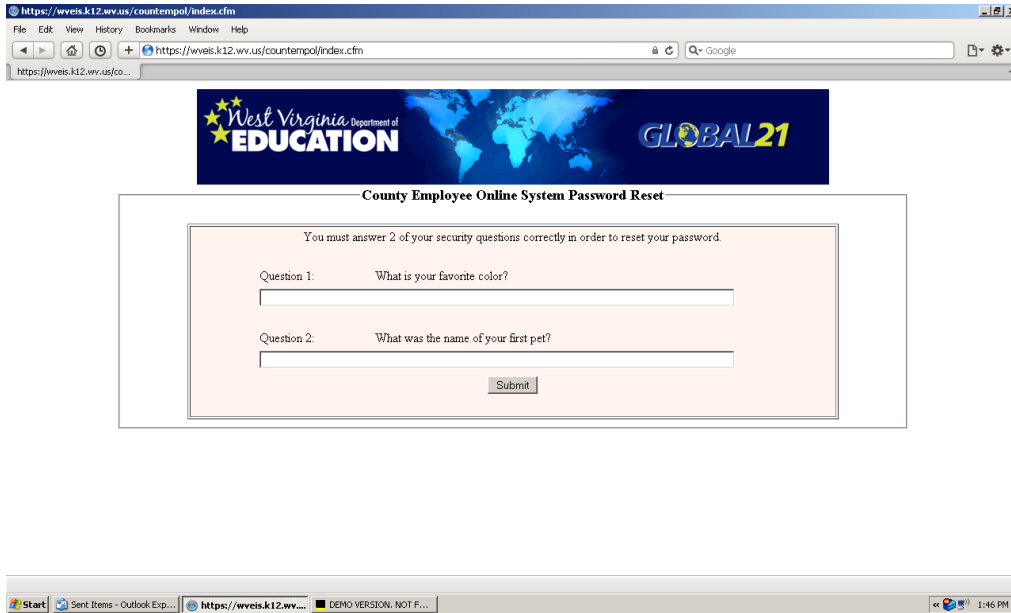
If you forget your password or want to change it, you can reset it on the Log In (Home) screen.

Click on "I Forgot my Password".



You may enter your PIN# **OR** other information to have a text or email sent with your new password.

You will only use a PIN to reset your password if you chose Text Message as your contact method during the password reset process.



A screen will pop up to let you know an email or text has been sent.

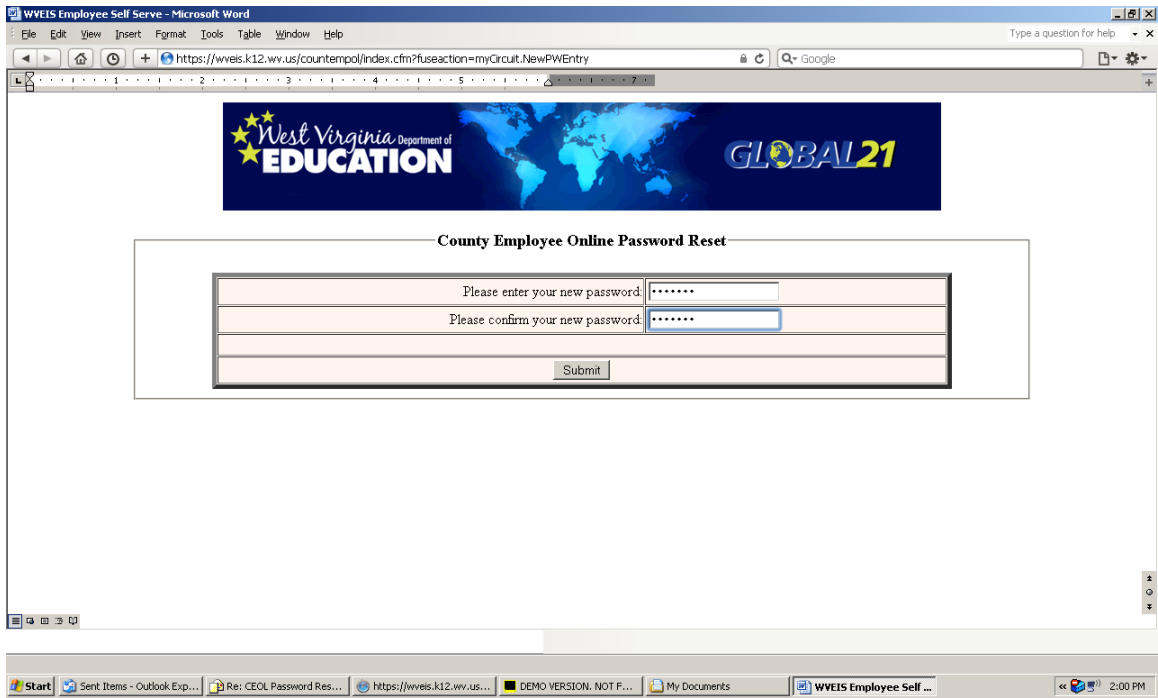
You will receive the following message:

To reset your password for the County Employee Online Application, click on the link below.

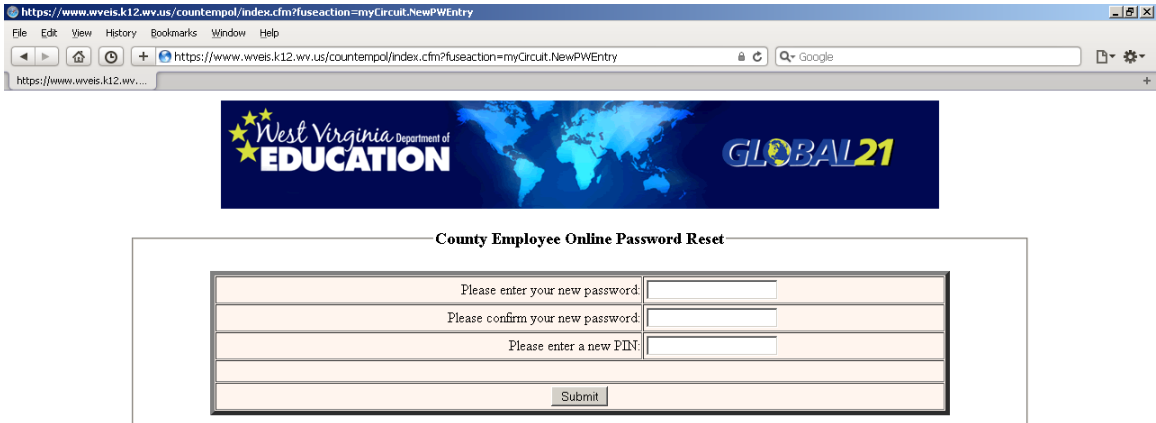
[Reset County Employee Online Password](#)

Click on the link to continue the password reset process.

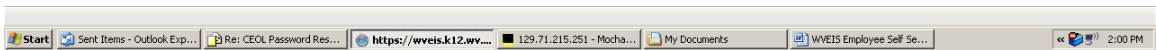
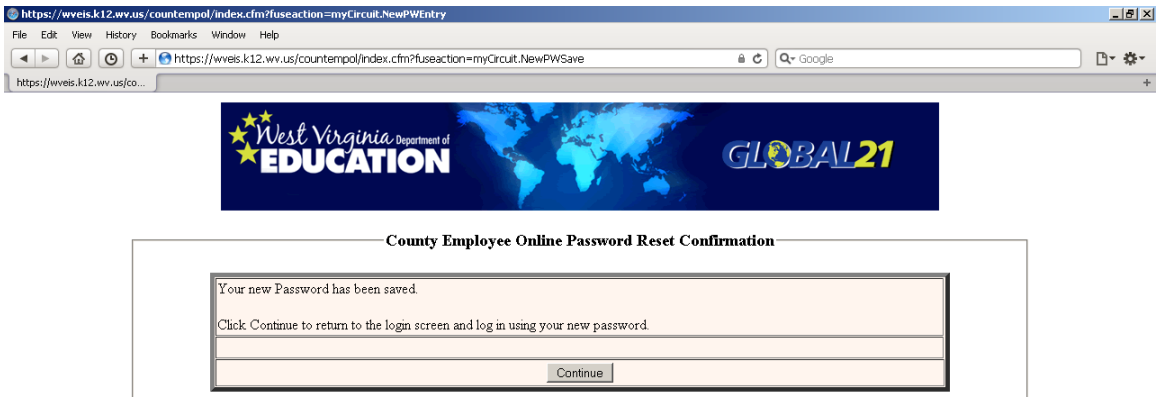
You will be asked to answer a couple of security questions if using email. (the ones you set up in the registration process)



You will be asked to enter your new password.



If you entered a PIN#, the screen will pop up to enter your new password and PIN#.



Click Continue to log in with your new password.

## Additional Information:

--Be sure to view your personal information and make sure it is correct. If anything you see is not correct, email me at:

[rhonda.baker@access.k12.wv.us](mailto:rhonda.baker@access.k12.wv.us)

--Please note: If you are "married" but withhold at the higher single rate, it will show "S" for Single. This is fine because you are withholding at the Single rate.

--You can view your paystubs for last "4" fiscal years. You can view them by "fiscal" year or by "calendar" year.

--You can also view W-2's for the last "4" years.

--You can view your information on this site regardless if you have "direct deposit" or an actual check.

--We will no longer send direct deposit paystubs or actual checks to the schools. If you have direct deposit you can view and/or print your paystub from this site.

--If you receive an actual check, it will be mailed to the address we have on file (just as they are in the summer). Please check your address to make sure it is correct on the Basic Information. All checks will be mailed the day prior to payday.

--There are computers located in each school and the bus garage if you do not have computer access at home.