1. Users will log in to Cardholder Web and select “Paystub” from the “Banking” menu.

1a. If the paystub is not setup, user may see this or a similar error message.
2. A new window will load with the Paystub application as the user is being re-directed to the Comdata branded USVerify paystub site in a new browser window.
   a. **NOTE** that popup blockers will interfere with this. Remind users to disable the popup blocker feature or allow popups from this site.
   b. **NOTE** that Comdata Cardholder Web will still be open in the old browser window. User should log off from both browser windows separately.

3. Upon successful validation on the USVerify paystub site, the Employee Details screen appears. Click “View” on this screen or the “View Paystubs” link to bring up paystub detail.
4. “Preferences” – Employee can choose preferences for email/SMS text message delivery of notification that a new paystub is available for their review.

5. “Help” – NOTE that PIN is N/A for users.
6. “Logout”
   a. Reminder: User must log out of both the USVerify AND Comdata sites when they are finished.
   b. Currently, USVerify logout returns the user to the USVerify Home/Login screen. Users will NOT log in from this screen.

7. “Login Expired” - Logs out after 15 minutes of inactivity. **NOTE:** User is still logged in to Comdata Cardholder Services.