



Come Aboard

Employee Guide

mypay.cpsgo.com

Registration Email

Once your employer sends you the registration email, you will be invited to fill out your new hire paperwork online.

*Please note that the link expires in 30 days.

Welcome to the CPS Portal Registration!



Inbox x

AAA MY CLIENTS x



CPS Portal Registration <cpssmtp... 9:44 AM (13 minutes ago)
to me ▾



Welcome to the Corporate Payroll Services Portal. To activate your login please click on the link below to complete the remaining information on the registration page. Upon successful registration you'll be redirected to the portal login page:

<http://qahr.corpay.net/Register.aspx?CompanyID=MMAEVE&Email=ralley@corpay.com&CryptKey=939b248b-9b57-4163-b91e-500a9f29363a>

Please note that this link will expire in 30 days. In the future to access the Portal please visit:

<https://mypay.corpay.net>

In order to download prior check stubs or W-2's you must login using a supported browser. Currently Chrome and Internet Explorer 9 or greater are supported

Registration

Email address, Customer ID, and Registration Key will automatically be filled in.

You will need to enter your Social Security Number to confirm your identity. From there just enter your cell phone number, a password, and set up 3 security questions.

**Please note that there are specific password requirements that must be met in order to complete registration*

CPS Employee Portal Registration

Email Address:

Customer ID:

Registration Key:

SSN:

Cell Phone:

Password:

Confirm Password:

Password must be between 8 to 20 characters in length
AND

must contain at least 1 character from
each of the 4 following items:

- Uppercase Letter (A-Z)
- Lowercase Letter (a-z)
- Number (0-9)
- Symbol (! @ \$ % * + ; ?)

Security questions will help establish your identity if your password is lost.
Select your security questions by clicking each Security Question link below:


[Security Question 1](#)
[Security Question 2](#)
[Security Question 3](#)

Register

Onboarding


After logging in you will be guided through the new hire process automatically.

Not only does this allow you to have full control over entering your personal information, it also saves paper. All new hire information is digitally stored in the system.



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YOUR LOGO

Come Aboard

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Come Aboard!

This onboarding wizard guides you through successfully completing your paperwork painlessly and paperlessly in a few quick steps.

Please review and complete any necessary information to gain access to the Portal.


[Click next to get started!](#)

[Next](#)

Personal Info


You are required to fill out all necessary data, which is highlighted in red, before moving on to the next screen.

This ensures no important information is overlooked during the onboarding process.

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First Name: *

Alex

Middle Initial:

J

Last Name: *

Thomas

Social Security #: *

123-45-6789

Gender:

Male

Date of Birth: *

mm/dd/yyyy

EEO Class:

Select

Driver's License St:

Select

Driver's License #:

Expiration Date:


mm/dd/yyyy

[Previous](#)[Next](#)

Contact Info

Your address will be printed on all checks and W2's/1099's.

If at any time you need to go back and confirm entries or make adjustments, you may do so with the "Previous" button.

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Address 1: *
Address 2:
City: *
State: *
Zip: *
Primary #: *
Secondary #:
Email: *

1234 Oak View Road

Charlotte

North Carolina ▼

28015-


704-111-2233


- -

Cell # ▼

Home # ▼

(Employee Email Address)

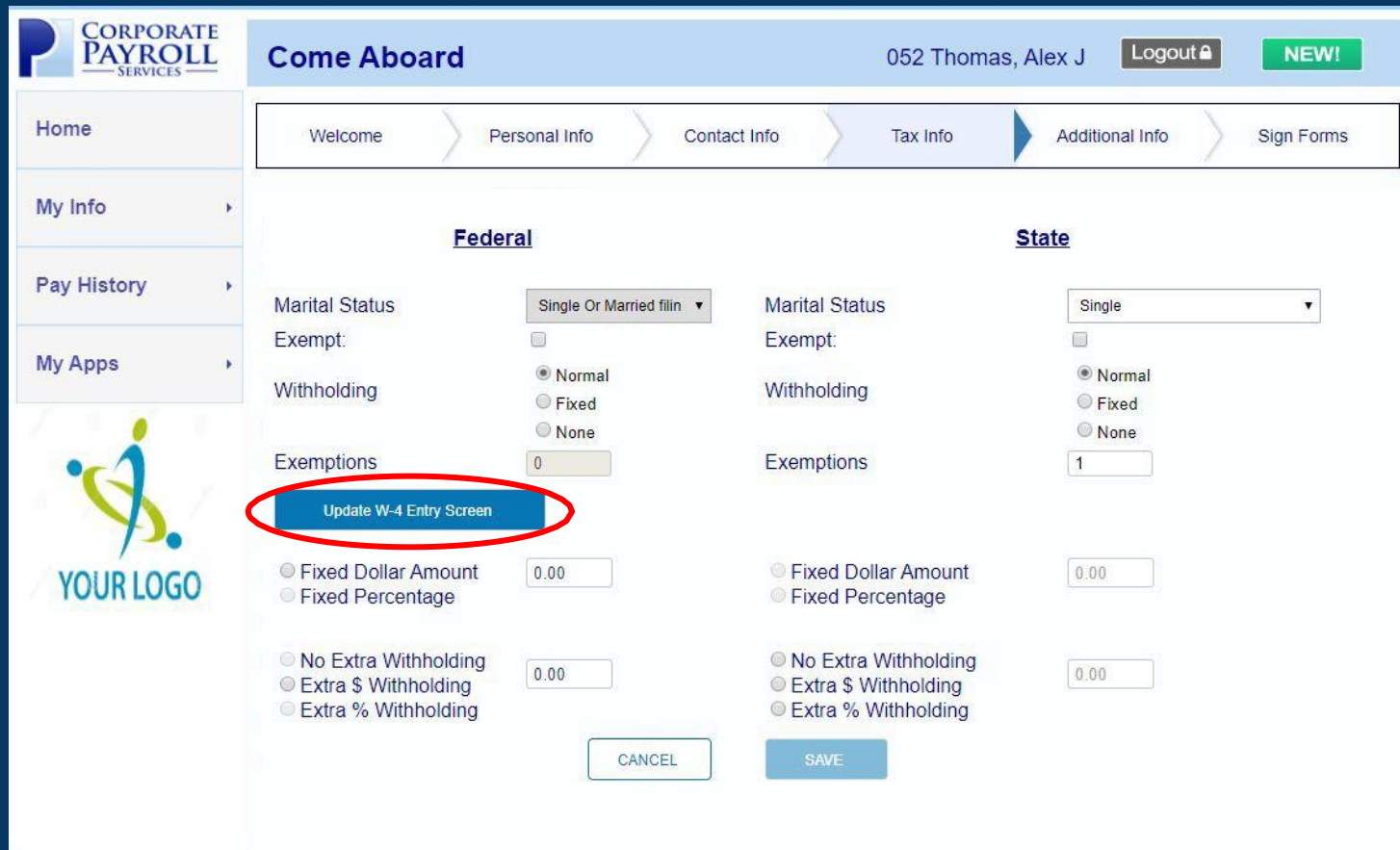
PreviousNext

**YOUR LOGO**

Tax Info

Enter any exemptions, as well as any additional or fixed withholding amounts on the Tax Info page.

Starting in 2020 there is a new Federal withholding form W-4. To enter your tax information based on this new W-4, select "Update W-4 Entry Screen".



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Welcome > Personal Info > Contact Info > **Tax Info** > Additional Info > Sign Forms


Federal

Marital Status: Single Or Married filin
Exempt: ☐
Withholding: ☒ Normal ☐ Fixed ☐ None
Exemptions: 0
Update W-4 Entry Screen
☐ Fixed Dollar Amount 0.00
☐ Fixed Percentage
☐ No Extra Withholding 0.00
☐ Extra \$ Withholding
☐ Extra % Withholding

State

Marital Status: Single
Exempt: ☐
Withholding: ☒ Normal ☐ Fixed ☐ None
Exemptions: 1
☐ Fixed Dollar Amount 0.00
☐ Fixed Percentage
☐ No Extra Withholding 0.00
☐ Extra \$ Withholding
☐ Extra % Withholding

[CANCEL](#) [SAVE](#)



Federal W-4

After clicking "Update W-4 Entry Screen", a pop-up window will appear.

This W-4 guide explains the new withholding system, and walks you through calculating your own exemptions.

The screenshot shows a web browser window titled "Employee's Withholding Entry". The main heading is "Federal W-4 Employee's Withholding Entry". The form is divided into two main sections: "Step 1: Enter Personal Information" and "Step 2: Multiple Jobs or Spouse Works".

Step 1: Enter Personal Information

Select One:

- ☒ Single or Married filing separately
- ☐ Married filing jointly (or Qualifying widow(er))
- ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 (IRS Form [W-4](#)) for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.


Do only one of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
- (b) Use the [Multiple Jobs Worksheet](#) on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse)


Additional Info

All additional Info is optional, but some employers may encourage you to fill out this information.

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Sign Forms

Primary Emergency Contact:

Jane Thomas

Relationship:

Spouse

Primary Contact Number:

704-222-4455

Cell # ▼

Secondary Contact Number:

- -

Home # ▼

Additional Emergency Contact:

Relationship:

Primary Contact Number:

- -

Home # ▼

Secondary Contact Number:

- -

Home # ▼


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Electronic Signature Agreement and Notice

Carefully read the Electronic Signature Agreement and Notice, and then select "Finish".

This allows you to digitally sign any forms and send them to your employer directly through the Portal.

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Welcome > Personal Info > Contact Info > Tax Info > Additional Info > Sign Forms

Electronic Signature Agreement and Notice

This Agreement is intended to inform you of certain requirements under The Electronic Signatures in Global and National Commerce Act (E-Sign Act) signed into law on June 30, 2000.

Consent:

By checking the "I have read and agree to the Electronic Signature Agreement and Notice" box you are agreeing to sign this Agreement and all employment related forms and documents provided through this portal with an electronic signature that shall be as legally binding as your manual signature. By clicking the Submit button on any form or document with your electronic signature, you are agreeing to the accuracy or acknowledgment of the information contained on each signed form or document. You further agree to protect your login information to prevent unauthorized persons from accessing your information.

☒ I have read and agree to the Electronic Signature Agreement and Notice

PreviousFinish

Main Screen: Needs Attention

After you are finished with the onboarding process, you will be directed to the "Needs Attention" page.

This section shows forms or Acknowledgements pending review or an electronic signature.



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Needs Attention 052 Thomas, Alex J [Logout](#)

Home

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 YOUR LOGO

Required Documents


The following documents require submission before adding or changing information can be completed.

Electronic Signature Agreement and Notice	View/Submit
W-4 2020	View/Submit

Acknowledgements

Home Page

After completing any remaining forms that needed attention, you will have full access to the Home screen, My Info, Pay History, and My Apps.

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Home

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Home

My Info

Pay History


My Apps


**YOUR LOGO**


Welcome to Corporate Payroll Services Employee Self Service portal. Here you will find all the forms, documents and information you need from new hire paperwork to ongoing notifications and pay information.


Cookout

We will have our annual Spring Cookout on March 6th

My Profile

Direct Deposit

Deductions

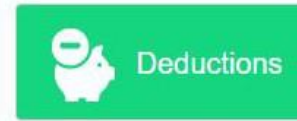
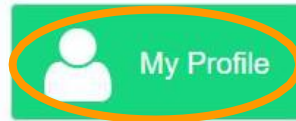
Forms & Documents

My Recent Pay Check: RETRIEVE

Gross Pay	Net Amount	Regular Hrs	Overtime Hrs	Holiday Hrs	PaidTimeOff Hrs	Sick Hrs	Tips Reported	Other Pay	Deductions	Total Tax
No records to display.										

Sick Remaining: 0.0000

My Profile



My Profile allows you to view and edit your personal information. If a field is greyed out, that means your employer has authorized you to view this information but not make any changes.

You are welcome to explore the four tabs available to you: ***Employment Info, Contact Info, Tax Info, and Additional info.***

My Profile

221 Anderson, Rachel

Logout

NEW!

Employment Info

Contact Info

Tax Info

Additional Info

Employee ID:

221

First Name: *

Rachel

Middle Initial:

Last Name: *

Anderson

Home Department:

100 - Employees

Gender:

☒ Male ☐ Female

Work Location:

Select

Employment Status:

Active

Employment Type:

Select

Job Title:

Supervisor:

Wayne, Bruce

SSN:

000-00-0000

Date of Birth:

01/01/1990

Date of Hire: *

02/14/2020

Labor Class:

☐ Hourly ☒ Salary

Hourly Rate:

\$0

Salary:

\$2,200 /pay period
\$114,400 annually

Exempt?:

☐

Citizen:

☒

Company Officer:

☐

Workers' Comp Code:

N/A

EEO Class:

Select

EEO Job:

Select

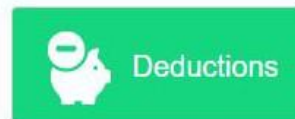
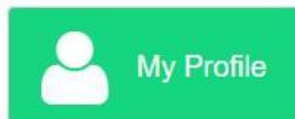
CANCEL

SAVE

Direct Deposit

If your employer has authorized you to change your direct deposit information, you will be able to add or remove accounts through this menu.

After making any changes here, you need to submit a new direct deposit form through Forms & Documents in order for the account to become active.



My Direct Deposits

221 Anderson, Rachel

Logout

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ATTENTION:

Changes to or adding of accounts, requires approval before changes will take effect. Changes not approved will result in a paper check being issued for the portion(s) of pay related to the affected accounts.

Split Type:

Dollar Amount

Email Address:

ralley@corpay.com

Email Stubs?

☐

Separate Check Split Type:

Follow Company Policy

Add Accounts


Routing Number	Account Number	Checking/Savings	Paper Check?	Amount or %	Prenote Date	Remove
<input type="text" value="Routing"/>	<input type="text" value="Account"/>	<input type="text" value="Checking"/>	<input type="checkbox"/>	<input type="text" value="Remainder"/>	<input type="text" value="No Prenote"/>	<input type="button" value="DELETE"/>


CANCEL


SAVE


Deductions

You may view and edit your standard deductions under the deduction menu, as authorized by your employer. This is where you will find any insurance deductions, 401K deductions, and more.

 My Profile


 Direct Deposit

 Deductions

 Forms & Documents

My Deductions


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Logout 

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Attention:

You are only able to edit or add deductions as set up by your administrator. If you wish to change or add a deduction that is not accessible please contact your administrator for assistance.

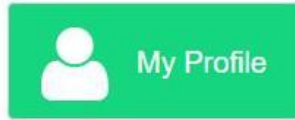


Deduction Desc	Dollar Amount/Percentage	Per Pay Period Amount	Limit	Balance
No records to display.				

CANCEL

SAVE

Forms & Documents




The Forms & Documents menu allows you to view your past forms, as well as submit new forms via All Forms.

If there is an old form that you would like to upload to your digital file, you may use the Select and Upload feature at the bottom of the screen.

Forms/Documents221 Anderson, RachelLogoutNEW!

My FormsAll Forms

Form Name	Date Submitted	Date Approved	File Status	
Electronic Signature Agreement and Notice			Available	 REMOVE

File names with special characters are not allowed. Please rename files before uploading.
Allowed document types should include .JPG, .PNG & PDF

Select

Upload SelectedRefresh

Forms & Documents



My Profile



Direct
Deposit



Deductions



Forms &
Documents

To submit a new form, simply click on the PDF button on the right hand side. **Any of the default withholding forms or CPS forms (such as direct deposit) will automatically pull information from your file and complete the form for you.**

Forms/Documents

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Logout

NEW!

My Forms

All Forms

Select a form below or search for all available forms.



Alabama State Withholding Form



Arizona State Withholding Form



Arkansas State Withholding Form



California State Withholding Form



I-9



W-4 2020



Employee Portal Menu Options



The **Pay History** tab allows you to regenerate any previous check stubs or annual tax forms.

My Info allows you to view and edit employee/tax info, if your employer has authorized you to make changes.

My Apps provides a shortcut to NetClockIn, if your employer has signed up for this service. **There will be a Human Resources menu available via My Apps in the future.*

Thank you!

Please contact your employer with any questions or concerns.