

Employee Portal Guide

mypay.cpsgo.com



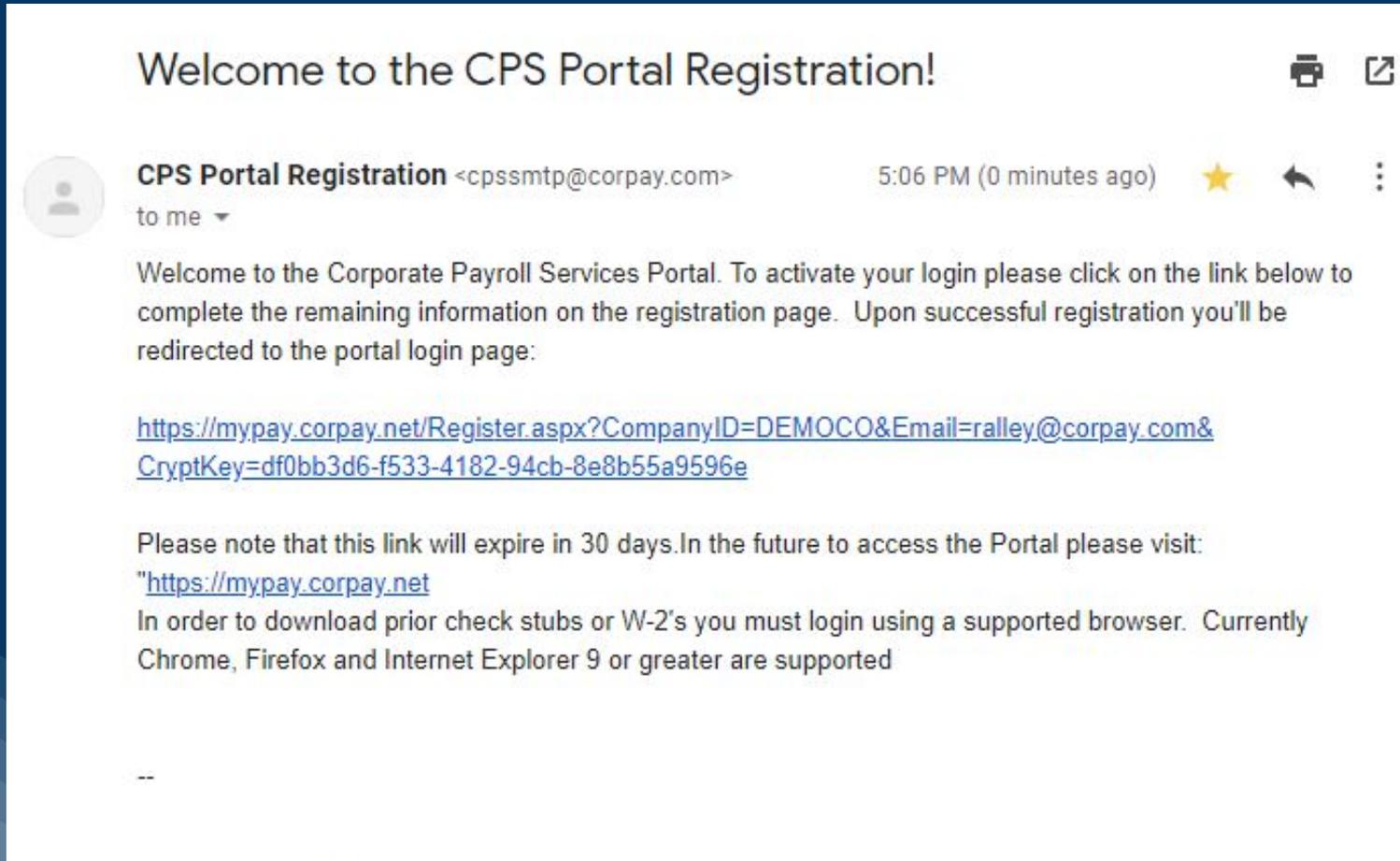
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Registration

Once your employer sends you the registration email, you will be invited to activate your login.

*Please note that the link expires in 30 days.



Registration

Once redirected to the registration page, all fields other than Social Security Number (SSN) and Password will be filled out automatically.

You will need to enter your SSN, a password, and 3 security questions of your choice.

Please note the specific password requirements listed on the screen.

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

Employee Information

The default home page is the Employee Information screen.

Depending on the settings chosen by your employer, you can view and edit personal information.

You can return to this screen via My Info -> Employee Info.

CORPORATE PAYROLL SERVICES

Employee Information

- My Info ▶
- Pay History ▶
- My Apps ▶

Last Name:

First Name:

Middle Initial:

Address 1:

Address 2:

City:

State:

Zip Code:

Email:

Cell Number:

[Change Password](#)

CORPORATE PAYROLL SERVICES

Employee Info

- My Info ▶
- Pay History ▶
- My Apps ▶

Employee Info

Tax Info

Address 1:

Address 2:

My Info: Tax Information

If enabled by your employer, you can also view and edit tax deductions.

There are various options to withhold additional or fixed amounts.

CORPORATE PAYROLL SERVICES Tax Information 221 Anderson, Rachel Logout **NEW!**

My Info ▶ **Federal** **State**

Pay History ▶ Marital Status Single Or Married filer Marital Status Single
Exempt: Exempt:

My Apps ▶ Withholding Normal Withholding Normal
 Fixed Fixed
 None None

Exemptions 0 Exemptions 0

Update W-4 Entry Screen

Fixed Dollar Amount 0.00 Fixed Dollar Amount 0.00
 Fixed Percentage Fixed Percentage

No Extra Withholding 0.00 No Extra Withholding 0.00
 Extra \$ Withholding Extra \$ Withholding
 Extra % Withholding Extra % Withholding

CANCEL SAVE

[Federal W-4 form](#)
[State employee withholding certificate](#)

CORPORATE PAYROLL SERVICES Tax Information

My Info ▶ **Employee Info**
Tax Info
Exempt:

Pay History ▶ Withholding

My Apps ▶ Exemptions

Pay History: Check Stubs

Through Pay History you can access any check stub that Corporate Payroll has ever generated for you.

These can be downloaded as PDF files for your convenience.



My Info ▶

Pay History ▶

My Apps ▶

Print Check Stubs

Select Check Date:

2020 ▼

01/06/2020 #109191 ▼

RETRIEVE



Pay History: Tax Forms

Pay History also provides free access to all previous W2's and 1099's.

If you don't have Adobe Reader there is a shortcut to download it for your convenience.



My Info ▶

Pay History ▶

My Apps ▶

Print Tax Forms W2/1099

Tax Year : RETRIEVE



My Apps: Human Resources

My Apps provides access to additional services your company may be using such as NetClockIn and Human Resources

CORPORATE PAYROLL SERVICES

Print Check Stubs

My Info ▶

Pay History ▶

My Apps ▶

Select Check Date:

▼

▼ **RETRIEVE**

- Human Resources ▶
- NetClockIn
- Payroll

 Get Adobe Reader

Thank you!

Please contact your employer with any questions or concerns.