



EMPLOYEE SELF SERVICE CLIENT REFERENCE

Web Employee Portal

This is an overview on accessing your payroll information on your secure web employee portal.

Logging In via the Client Center

Access our website www.ockeraccounting.com.

1. Select the *Client Login* option located in the *Client Center* area of the screen.
2. Enter your *Username* and *Password*.
3. Click **Login**.

Client Login

Username

Password

Login

Forgot Your Password?

FAYETTEVILLE OFFICE

 4148 Lincoln Way East
Fayetteville, PA 17222

 Ph/Fx 717.352.3737

CONNECT WITH US

 www.ockeraccounting.com

 info@ockeraccounting.com

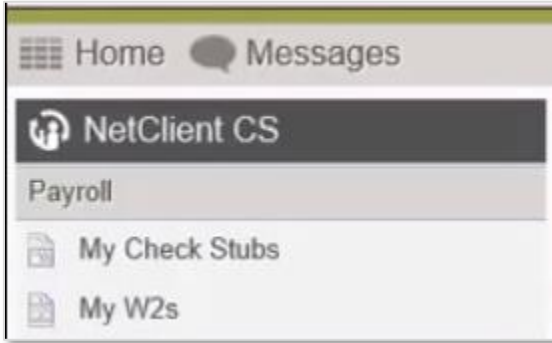
MCSHERRYSTOWN OFFICE

 526 Main Street
McSherrystown, PA 17344

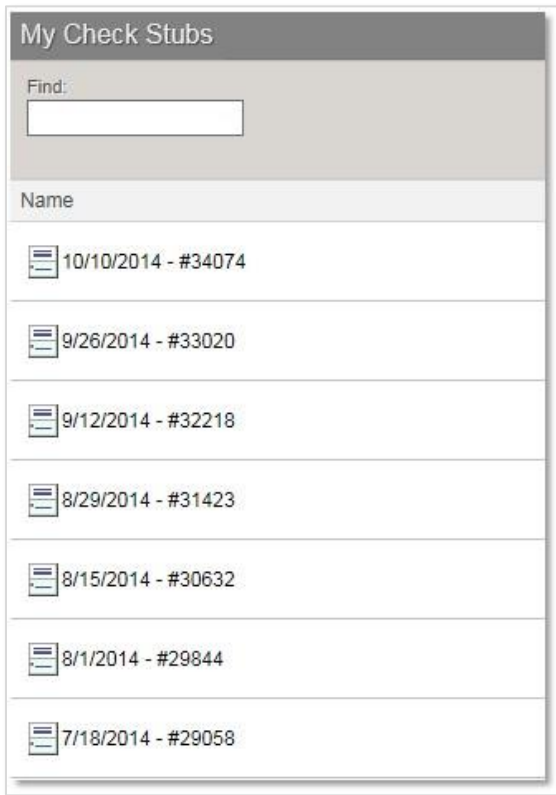
 Ph/Fx 717.637.5457

Reviewing Documents on Your Web Employee Portal

Once you have successfully logged in to your web employee portal you will be able to review your payroll information.



1. In the top left corner click **My Check Stubs** to open and review/print the check stubs currently on file.



2. In the top left corner click **My W2s** to open and review/print the W2s currently on file.



Logging out of Web Employee

1. Click your *name* in the top right corner.
2. Select **Log Out**.