## **GENERAL INFORMATION**

My Pay Info allows former NEISD employees to access information using a **personal e-mail** address, including:

- Pay stubs
- W-2 forms
- 1095-C forms

Former employees may register for *My Pay Info* by <u>requesting an electronic invitation</u> from the Payroll Department. Users must have a valid **personal e-mail** account, and must be able to access the e-mail account within 24 hours of registering.

## REGISTER BY REQUESTING AN INVITATION

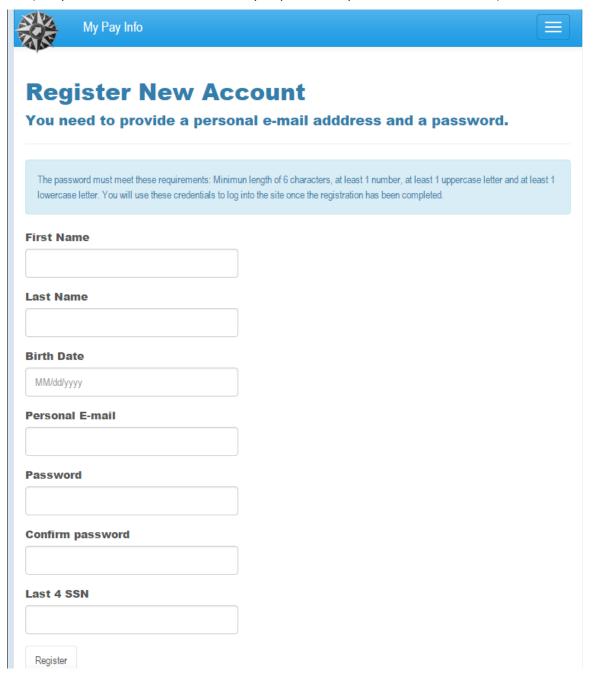
Contact the Payroll Customer Support Help Desk (210-407-0186 or <a href="mailto:payroll@neisd.net">payroll@neisd.net</a>) to request an invitation to My Pay Info. Provide the following information with the request:

- First and last name as shown in NEISD records
- Employee number or the last four digits of the Social Security Number
- Personal e-mail address
- Telephone number

Payroll will send an e-mail with the subject "Invitation to register at NEISD MyPayInfo" to the e-mail address provided. The e-mail will contain a link that is valid for 24 hours.

1. Click on the link to begin the registration process; the browser will redirect to *My Pay Info* to register the new account.

2. Complete all fields, create a password, and click "Register" at the bottom of the screen. (The password must meet the security requirements provided on the website.)



3. The user will automatically be logged on once registration is complete.