

You can access your paystub and W-2 statement from [www.familydollar.com](http://www.familydollar.com) under the Team Member page, using any computer with an internet connection. Click on the [My Online Paystub and W-2](#) link. Remember to always click **Log Off** when you are finished using the system.

### Logging In for the First Time:

1. Enter your User ID. This is your Social Security Number without the dashes.
2. Enter your password.
  - a. The first time you log in, your password is your last name in UPPER case and the last four digits of your Social Security Number.
  - b. For example, if your name is Mary Smith, and your SSN is 123-45-6789, then your password would be: "SMITH6789".
3. Click **Log In**.

**NOTE:** If your last name (as it appears on your paystub) has a SPACE, then only enter the part of your last name AFTER the space. If your last name has a hyphen or apostrophe, then enter that as part of your name.

### Setting Up Your Security Questions and Changing Your Password:

1. Select a question from the drop down menu and then enter your answer for that question.
2. Click **Save**.
  - a. Select your next question, answer and save until you have completed 5 questions.
3. Enter your old password.
  - a. This is the password you used the first time you logged in; last name + last four digits of SSN.
4. Enter your new password.
  - a. Your new password must be at least 6 characters and contain at least 1 number.
  - b. Your password is case sensitive.
5. Enter your new password again to confirm.
6. Enter an email address.
  - a. This can be your personal or business email address.
  - b. This information is needed in order to email you in case you forget your password.
7. Click **Save Information**.
  - a. Your new password will be in effect once you save your information.

**NOTE:** If you do not enter or complete all of the information correctly, you will get a warning message telling you what needs to be corrected. Follow the steps above to correct any missing sections, and then save your information again.

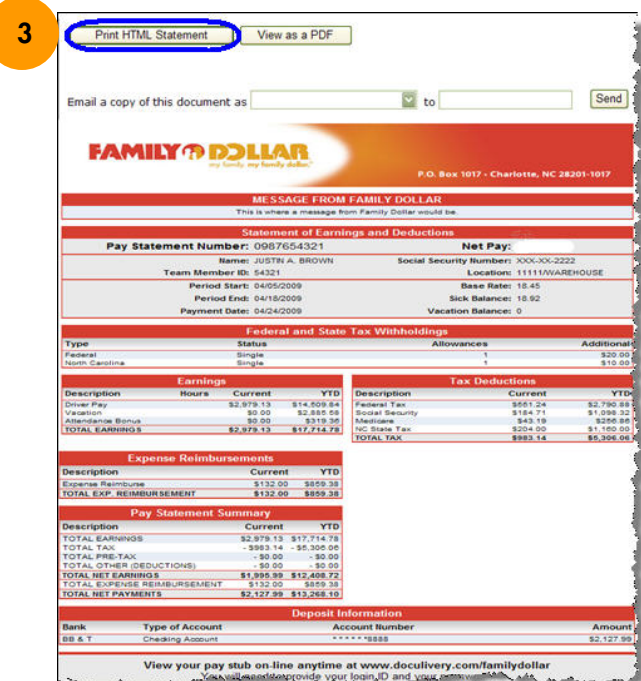
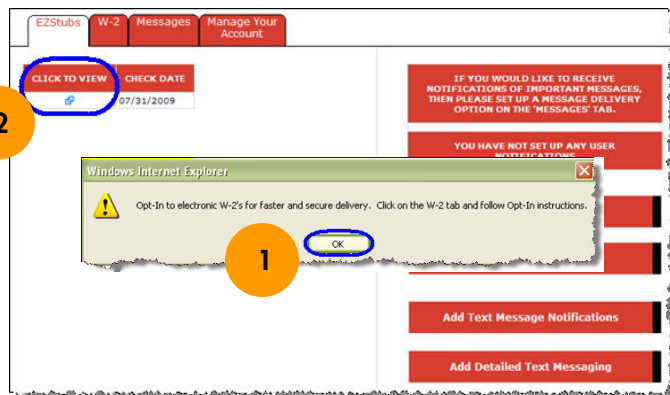
Your paystub and W-2 are accessible through the RedZone or [www.familydollar.com](http://www.familydollar.com) under the Team Member page. Click on the **My Online Paystub and W-2** link. Remember to always click **Log Off** when you are finished using the system.

### Viewing and Printing Paystub Statements:

When you log in, a pop-up box will appear with the message that you have not "opted-in" for W-2 delivery. This message will continue to appear each time you log in until you have chosen to opt-in for electronic W-2 delivery. Details on how to opt in can be found in the W-2 section of this QRG.

1. Click **OK** to bypass the W-2 message.
2. From the **EZ Stubs** tab, click on the blue arrow below **Click to View**.
3. To print, click on the **Print HTML Statement** button in the top left corner.

**NOTE:** Online paystubs will remain in the system and accessible to you for a period of seven (7) years. Paystubs prior to your "go-live" date will not be loaded into the system.



### View, Print and Opt-In W-2 Statements:

After logging in to the system, click on the **W-2** tab.

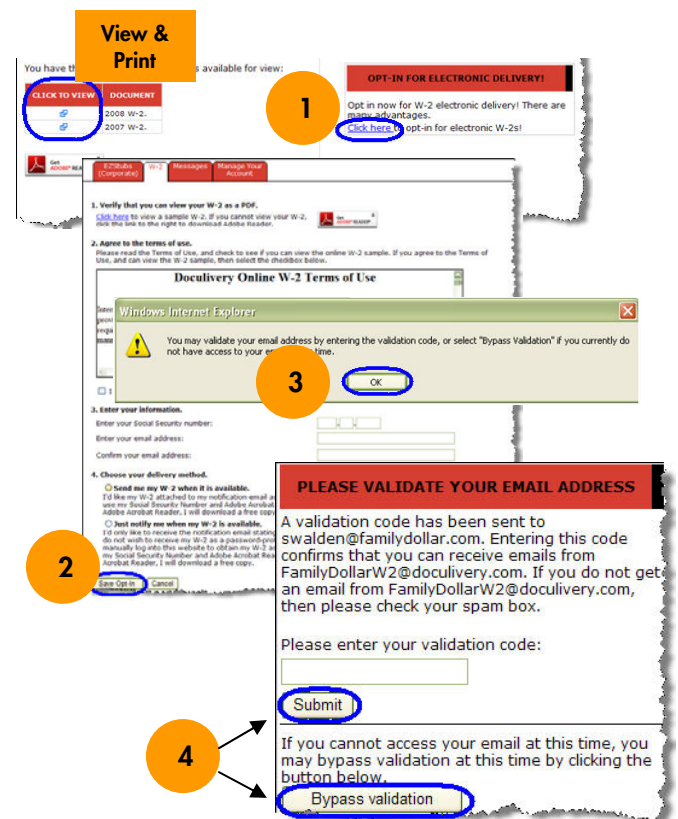
#### View and Print Statement:

1. From the **W-2** tab, click on the blue arrow below **Click to View** next to the W-2 you wish to view. *You will be prompted to enter your SSN.*
2. Select **Print** from the File menu, or click on the printer icon.

#### Opt-In W-2 Electronic Delivery:

1. Click on the **Click here** link on the right side of the W-2 home page.
2. Follow steps 1-4 as outlined on the form. When finished, click on the **Save Opt-In** button.
3. After saving, a pop-up box will appear telling you a validation code is required to complete the process. This code is emailed to the address you entered on the opt-in form. Click **OK**.
4. The **Please Validate Your Email** box will appear where you can enter the code sent to your **-OR-** you can click **Bypass Validation**.

**NOTE:** You can change your W-2 preferences at any time by selecting the appropriate "Change W-2" button and following the online steps. W-2s will remain in the system and accessible to you for a period of seven (7) years. W-2s from 2006-2008 have been loaded into the system for your convenience.



### Paystub Delivery Options and Notifications:

#### ADD EMAIL DELIVERY OPTION:

*Sends paystub as an email attachment.*

1. From the **EZ Stubs** tab, click on **Add Email Delivery Option**.
2. Type your email address into the **Email Address** field.  
*OPTIONAL: Click on the **Test Email** button after entering your address.*
3. Check the box next to **"Email as encrypted PDF."**  
*NOTE: When opening the PDF, you will be asked for a password. Your password is your SSN (enter without dashes).*
4. Click on **Save**.

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

Add Email Delivery Option

Add Email Notification

Add Text Message Notifications

Add Detailed Text Messaging

**NOTE: If you change your email/cell phone, you will have to reset each of your options with your updated information.**

#### ADD EMAIL NOTIFICATION:

*Notifies you that your paystub is online.*

1. From the **EZ Stubs** tab, click on **Add Email Notification**.
2. Type your email address into the **Enter Email Address** field.  
*OPTIONAL: Click on the **Test Email** button after entering your address.*
3. Check the box next to **"Notify me when a new statement is available."**
4. Click on **Save**.

#### ADD TEXT MESSAGE NOTIFICATIONS:

1. From the **EZ Stubs** tab, click on **Add Text Message Notification**.
2. Type your cell phone number.
3. Click on the dropdown arrow to select your cell phone provider from the list.  
*OPTIONAL: Click on the **Test Cell Phone** button after entering your number and provider.*
4. Place a check mark in the box that reads **"Notify me when a new statement is available"**
5. Click on **Save**.

**NOTE: You will be charged normal text messaging rates from your provider.**

#### ADD DETAILED TEXT MESSAGING:

1. From the **EZ Stubs** tab, click on **Add Detailed Text Messaging**.
2. Type your cell phone number.
3. Click on the dropdown arrow to select your cell phone provider from the list.  
*OPTIONAL: Click on the **Send Text** after entering your number and provider.*
4. Select up to 4 items from the menu to include in your text message by checking the box next to the items.
5. Click on **Save Text Messages**.

**NOTE: You must enter your phone number and provider information before selecting the items you want texted to you.**

*You will be charged normal text messaging rates from your provider.*

### Message Delivery Options and Notifications:

The Messages tab is used for company information and news. If desired, you may select this tab and follow the instructions to set up email/text notification when a new message is posted.

**QUESTIONS? Contact the HR Service Center.**