

You can access your paystub and W-2 statement from 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.

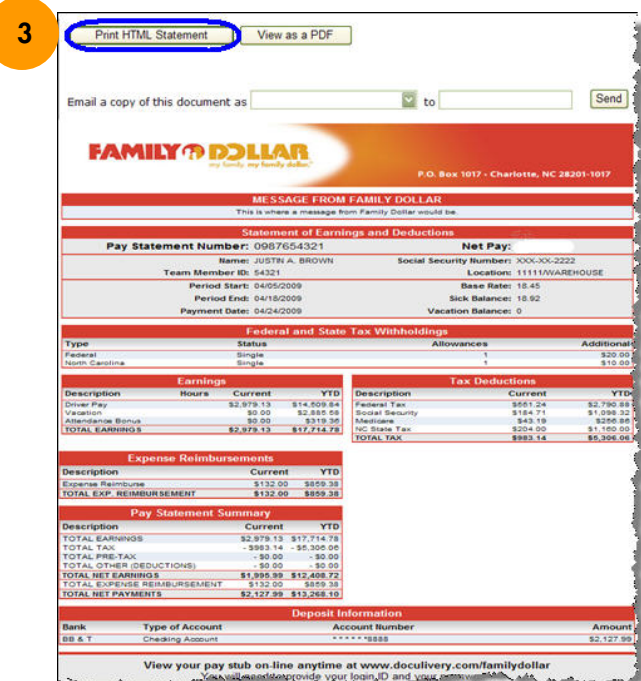
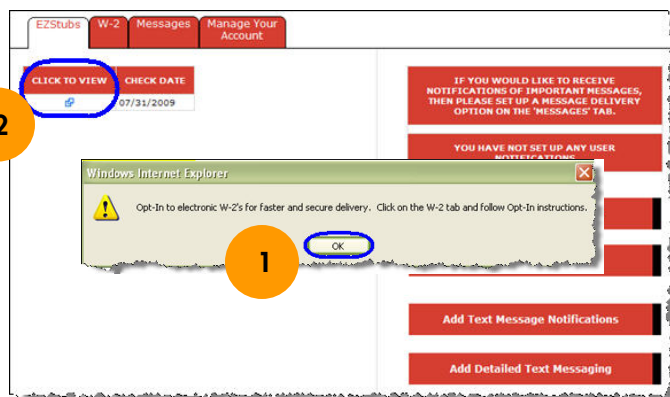
Your paystub and W-2 are accessible through the RedZone or www.familydollar.com under the Team Member page. Click on the **My Online Paystub and W-2** link. Remember to always click **Log Off** when you are finished using the system.

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.

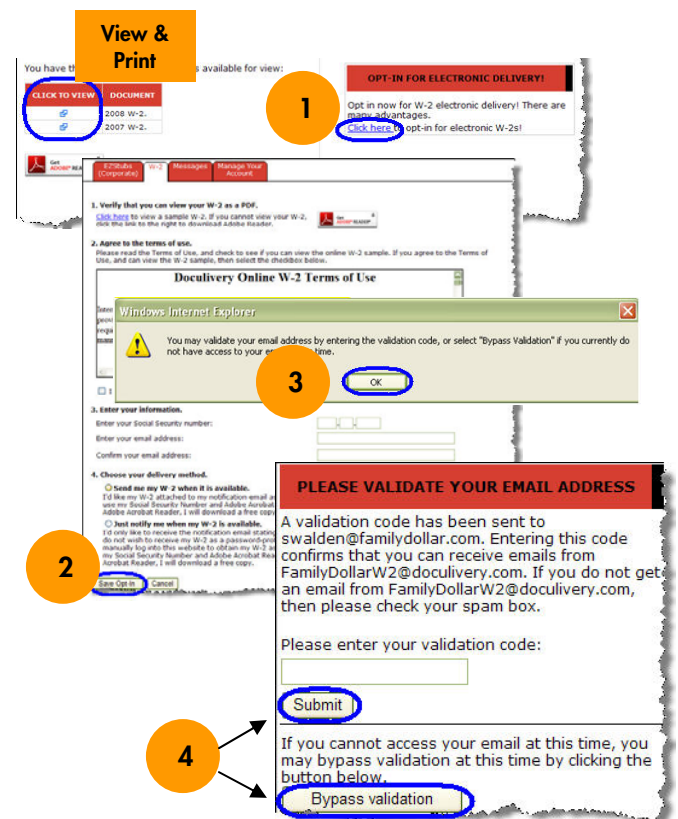
View and Print Statement:

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.