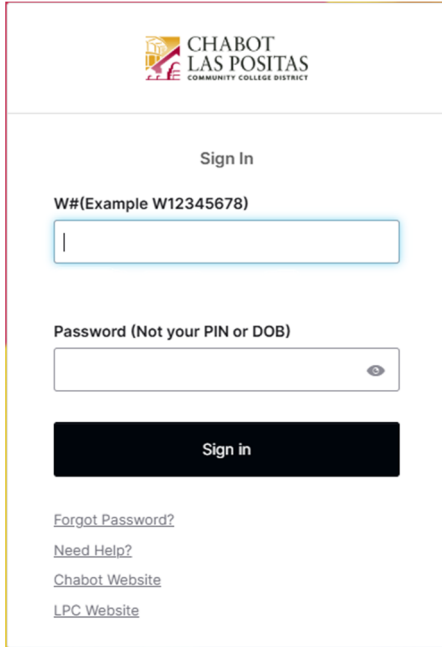


How to Retrieve Your Direct Deposit Pay Stub from MyPortal/SSB9 (Self Service)

This How-To document will show you how to view your Direct Deposit Pay Stub in MyPortal/SSB9 (Self Service).

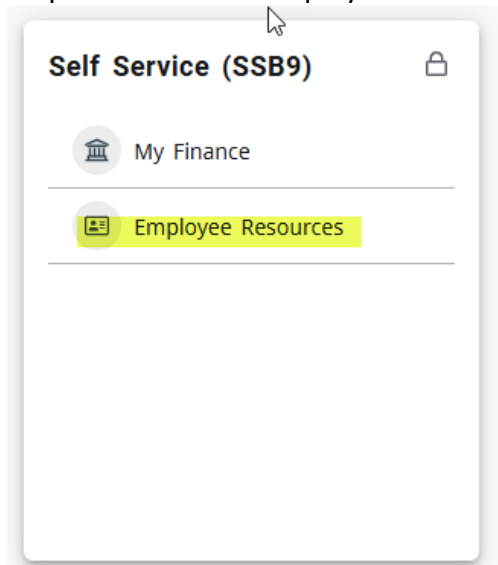
Step 1: Go to the District/College website and click on MyPortal to log in.

Step 2: Enter your W number and password.



The screenshot shows the 'Sign In' page for MyPortal/SSB9. At the top left is the Chabot Las Positas Community College District logo. Below the logo, the text 'Sign In' is centered. There are two input fields: the first is labeled 'W#(Example W12345678)' and the second is labeled 'Password (Not your PIN or DOB)'. Below the password field is a black 'Sign in' button. At the bottom of the page, there are four links: 'Forgot Password?', 'Need Help?', 'Chabot Website', and 'LPC Website'.

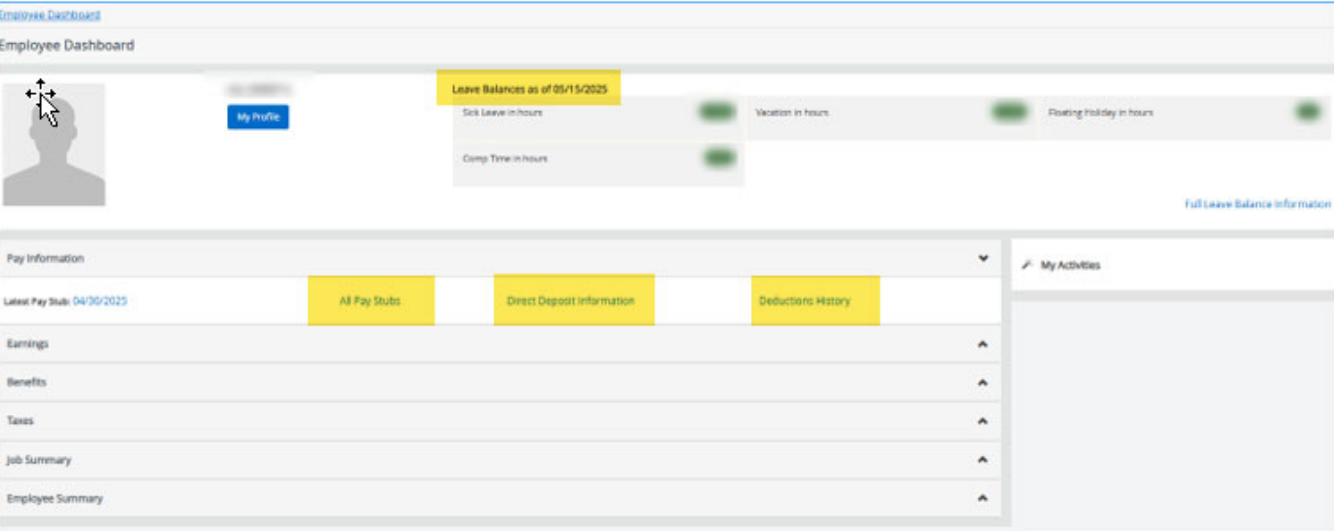
Step 3: Click on the Employee Resources link on the Self Service (SSB9) card.



How to Retrieve Your Direct Deposit Pay Stub from MyPortal/SSB9 (Self Service)



Step 4: From your Dashboard you can view your pay stubs, direct deposit information, deductions history, and your leave balances at a glance.



Step 5: Select All Pay Stubs and this will take you to Pay Stub Information. Select the Pay Year desired and monthly pay information will appear. Select the month desired by clicking on the blue link under Pay Date: If you want to print the stub click on the Blue Printer Friendly button.

