



## 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](http://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

#### MCSHERRYSTOWN OFFICE

526 Main Street  
McSherrystown, PA 17344

Ph/Fx 717.637.5457

#### WAYNESBORO OFFICE

18 North Oller Avenue  
Waynesboro, PA 17268

Ph/Fx 717.762.3161

#### LEOLA OFFICE

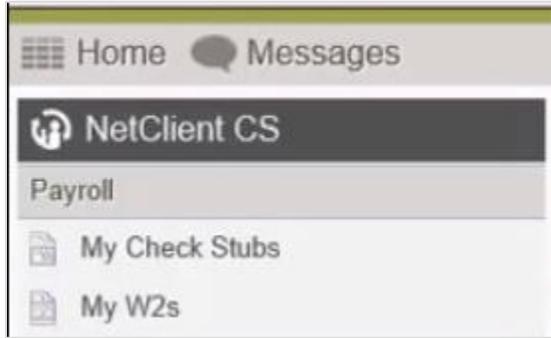
198 East Main Street  
Leola, PA 17540

Ph/Fx 717.556.0007

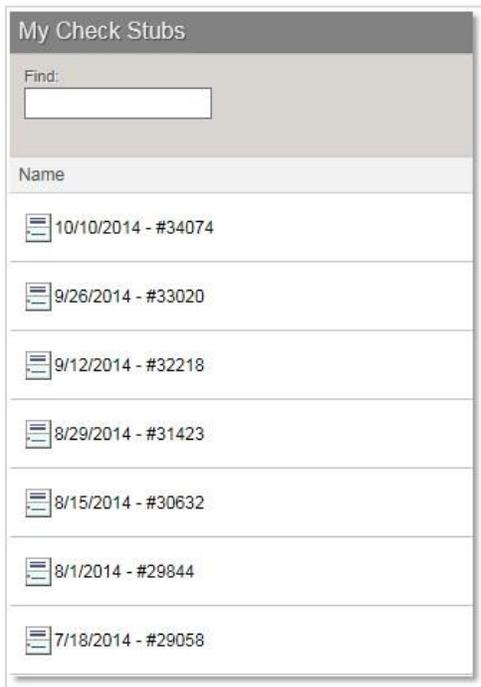


## Reviewing Documents on Your Web Employee Portal

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.



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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**.

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