

## EMPLOYEE SELF SERVICE CLIENT REFERENCE

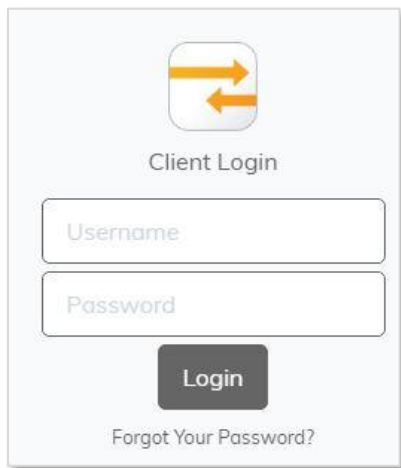
### Web Employee Portal

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**.




The screenshot shows a 'Client Login' form. At the top is a square icon with two orange arrows pointing in opposite directions. Below the icon is the text 'Client Login'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a dark grey 'Login' button. At the bottom of the form is a link that says '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

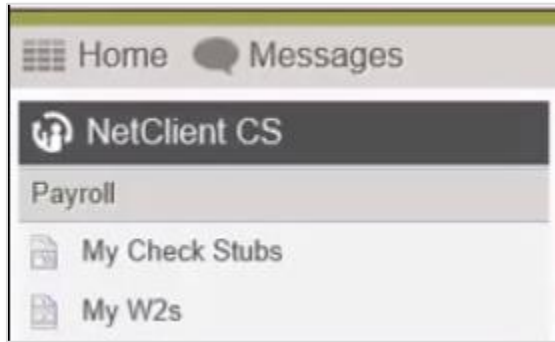
 18 North Oller Avenue  
Waynesboro, PA 17268  
 Ph/Fx 717.762.3161

#### LEOLA OFFICE

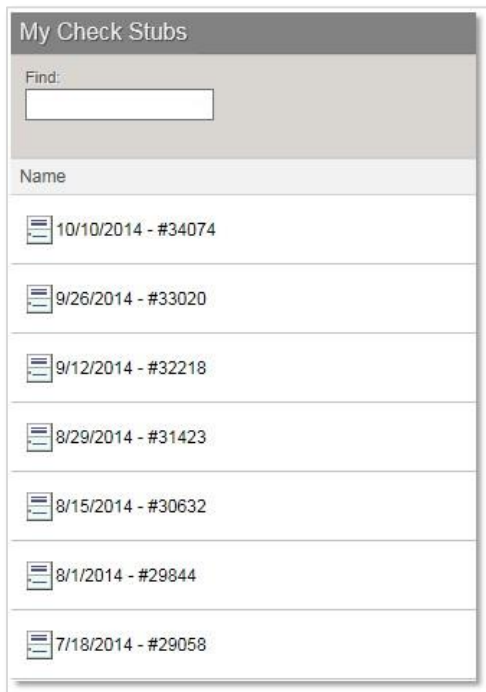
 198 East Main Street  
Leola, PA 17540  
 Ph/Fx 717.556.0007

## 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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