

Employee,

Web Employee enables you to view your check stubs, W-2s, W-4 information , and earnings history in your private, personalized, and secure portal on our website. The data is automatically encrypted so it is safe as it travels over the Internet.

Each payroll period, check stub and earnings history information will be available on your private portal on our firm's website. At year-end, a copy of your W-2 will also be posted for you to view. The first time you log in to your Employee portal you will enter the following in your URL in your browser:

<http://www.smithnewspapers.com>

Login

Net Employee (One time Activation)

Firm ID: 287474

Client ID: *this is your location ID – two or three digits (Ask your bookkeeper for this information.)*

Employee ID: Find this number on your payroll check stub.

Password: Your social security number + your date of birth. Be sure to include the + sign.

Example: SSN = 555229999 DOB = 01/27/1956 Key as: 555229999+012756

After logging in to your Employee portal with the information above, you will be asked to register your account. Your new login and password will then be sent via email to the address that you provided. Once you have successfully registered your account, you may begin using Web Employee by entering the following link in your browser:

<http://www.smithnewspapers.com>

Login

Net Client

Access your information by using the login and password you entered in above setup.
