




## HOW TO REGISTER IN PAYSTUB RI<sup>SM</sup>

IF YOU ARE CURRENTLY ENROLLED IN DIRECT DEPOSIT, YOU WILL NEED YOUR UNIQUE EMPLOYEE ID NUMBER FOR THE INITIAL REGISTRATION. TO ENHANCE INFORMATION SECURITY, THE EMPLOYEE ID NUMBER IS BEING USED INSTEAD OF YOUR SOCIAL SECURITY NUMBER.

YOUR UNIQUE EMPLOYEE ID HAS BEEN PRINTED ON YOUR ADVICE IN THE NEW EMPLOYEE ID SECTION.



Voucher No.	Account	Employee ID	Name		Distribution Code	
<b>State of Rhode Island and Providence Plantations STATEMENT OF EARNINGS AND DEDUCTIONS DIRECT DEPOSIT RECEIPT</b>			Earnings and Deductions	Current Period	Pre Tax	Year-To- Date

GO TO: <http://www.PaystubRI.RI.Gov> AND CLICK THE “SIGN UP NOW” BUTTON. ENTER YOUR LAST NAME (EXACTLY AS IT APPEARS ON YOUR PAYCHECK), YOUR UNIQUE EMPLOYEE ID NUMBER AND YOUR DATE OF BIRTH. CLICK “CONTINUE”.

ON THE NEXT SCREEN, CONFIRM YOUR IDENTITY BY CLICKING THE “YES, CONTINUE” BUTTON. IF THE NAME AND AGENCY INFORMATION IS NOT CORRECT, CLICK THE “NO” BUTTON AND CONTACT YOUR AGENCY’S PAYROLL OFFICE.

ENTER YOUR EMAIL ADDRESS. YOU MAY USE ANY VALID EMAIL ADDRESS, WORK OR PERSONAL. YOUR EMAIL ADDRESS WILL BE USED AS YOUR USERNAME. IF YOU DON’T HAVE AN EMAIL ADDRESS, CLICK THE “I DON’T HAVE EMAIL” BOX. YOUR USERNAME WILL BE YOUR UNIQUE EMPLOYEE ID NUMBER.

CHOOSE A PASSWORD. RE-ENTER THE PASSWORD. CLICK THE “SIGN UP” BUTTON. YOUR ACCOUNT IS NOW ESTABLISHED AND READY TO USE. IF YOU USED AN EMAIL ADDRESS, A VERIFICATION EMAIL WAS SENT TO CONFIRM YOUR EMAIL ADDRESS.

IF YOU DO NOT RECEIVE A VERIFICATION EMAIL OR IF YOU HAVE ENTERED YOUR EMAIL INCORRECTLY, LOG IN USING YOUR EMPLOYEE ID NUMBER AS YOUR USERNAME. FROM THE SIGN IN PAGE, CLICK ON THE “CHANGE YOUR EMAIL” LINK IN THE NAVIGATION. ENTER YOUR CORRECT EMAIL ADDRESS AND CLICK THE “UPDATE” BUTTON.

IF YOU HAVE ANY ISSUES REGISTERING, PLEASE EMAIL [doa.acctcontrol@doa.ri.gov](mailto:doa.acctcontrol@doa.ri.gov) FOR ASSISTANCE.