

Quick How-To: How to View, Download and Print Pay Stub or Benefit Letter

Who is this for?

This guide is for anyone wanting to learn how to find specific documents and print important documents online like an earnings report for a job, a benefits letter or paystubs

Step-by-Step Instructions

Step 1: Go to your Employers website or Programs Website

- Use a web browser to visit your workplace's or benefit provider's website (like myAlaska, ADP, Paychex, or a school portal).


Step 2: Log In to Your Account

- Enter your username and password.
If this is your first time, use the **Create Account** or **Register** link.

Step 3: Find the Pay Stub or Benefits Section

- Look for links that say **Pay, Earnings, Documents,** or **Benefits.**
These may be in a menu or dashboard after you log in.

Step 4: View or Download the File

- Click the name or date of the file to view it.
- Click **Download** or the download icon () to save it.
You can also click **Print** if needed.

Step 5: Saving a file or Email the File (Optional)

- You can email the file to yourself or save it in a folder.
- Name the file something easy to find, and easy to remember.
Here are some examples: "PFD letter 2024" or "March Pay Stub".

You Did It!

You've learned how to access your important documents online—getting them ready to print, share or renaming them for your archives or records.