Paystub access for Former or Inactivate Associates

1. Visit: https://employeedocs.wlscorp.com/auth/login
2. Change the **Authentication** option to **mhcKBA** and then click the **Register User** link that appears
   -
3. Enter the personal information requested by the form (Last 4 of SSN, Date of Birth, WL Employee ID number, and Security Code) & click **Submit**
   - Enter the **numeric value** for the Security Code (i.e. Five Hundred Ninety Three is entered as 593)
   - This information will be validated against the information held on file for you in RISE

4. Enter a **valid email address** as your username into both username fields and click **Submit**
5. After submitting your new user name, you will receive a validation notification to the e-mail you entered. Click the link within the verification e-mail to complete the registration process.
   -
6. The system will then ask to enter your personal information (last 4 of SSN, Date of Birth, WL Employee ID) again as the first form of verification
7. Once you submit the information above you will be asked to create a password for your account. The Password must contain the following:
   - At least 8 Characters
   - 1 Capital Letter
   - 1 Number
   - 1 Special character ($,@, *,!,<, >)

8. Enter an **OPTIONAL** secondary email address. If you do not want to add a secondary email address just click on the checkbox "I do not want to store a secondary email address on file." And click **Submit**
9. Login to the system with the credentials you just created
10. Once your credentials are entered, you will receive an email containing a verification code, retrieve the code from your email and enter into the system prompt and click **Submit**

Code Verification

An email has been sent to *michael.nigh@whitelodging.com*
Please find the code in the email and enter it below:

690851 ✕

Submit

11. Access your paystubs under the **My Documents** drop down and selecting **Pay Stubs**

WHITE LODGING Document Self-Service

My Documents ▲   My Delivery Settings
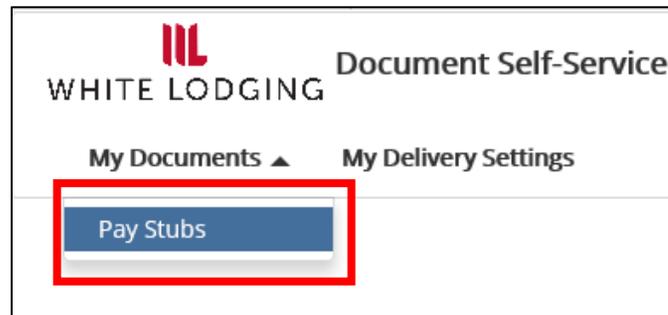
Pay Stubs

12. Here the paystubs will be listed, select them individually or build one document with multiple paystubs by selecting the checkboxes on the left side of the Document Date column then click **View Selected**

My Pay Stubs Documents

Click a row in the table below to view an individual document. You can choose multiple documents to be viewed consecutively by selecting the associated checkboxes and clicking the "View Selected" button. Some documents may require a disclosure to be read before the document opens.

Filter By Year: 2020

View Selected

Q Search...

	Document Date	Document #	Process Level	Doc Type
	04/24/2020	00151262	A75	Direct Deposit
	04/24/2020	00151262	A75	Direct Deposit
	04/24/2020	00151262	A75	Direct Deposit
	04/24/2020	00151262	A75	Direct Deposit

13. Once a paystub is selected, a new window will open and the paystub will appear
    o Here exists the ability to save or print your paystub
    o Here the ability to scroll between your paystubs also exists by selecting Previous Document and Next Document