Getting Started with Employee Portal

How to log into the Employee Portal:

1. Go to www.webbpayroll.com
2. Hover over Client Portal at the top of the page
3. Select Employee Portal from the drop down
4. Log In with your user name and password
   a. User Name is First initial dot Last name
      (First initial and first letter of last name should be capitalized.)
      Ex. John Smith would be J.Smith
   b. Password is last four digits of your SS # and four zeros.
      Ex. XXXX0000
   c. After logging in, you will be taken to the Settings screen. Here, you will create a new password, enter an email address, and set up a total of 5 security questions. Please create a password only you will know, and set up unique answers to the security questions. Then, click the "Diskette" in the top left corner of the Settings box to save your changes.
   d. If you ever forget your password, please call your payroll department and they will reset your password.
5. You will then be taken to the Dashboard, where you have the option to:
   a. View Pay Stubs (you can actually view each check by clicking on the icon)
   b. View your W-2/1099 Forms
   c. View/Edit Personal Information
   d. View Personal Time Off balances (if applicable)
   e. Change Password/Security Questions (Click on *Settings*)

If you have any problems, please call Webb Payroll Service at 205-631-3614.

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