

To: All Staff
From: Payroll Department
Re: Employee Self-Serve – MyPay

We have partnered with our payroll company to offer you an employee-centric software called MyPay. The new employee self-serve software will provide you with numerous benefits including:

- Automated email notifying you when your pay stub is available each pay period.
- 24-7 access to your pay stubs and year-end documents.
- Automated notification your annual tax documents are available.

You will be receiving an email notification to assist in your account setup. The automated email you will receive will require you to log in and create an account using your **Personal Email Address**. This email will come during your second week of employment and will have an attachment that will include the Company ID and your personal employee Unique ID that you will need to link your account to the company.

Attached to this memo you will find the instructions to assist you in creating your new MyPay account.

There is a possibility that these emails could go to your email's junk box instead of your inbox. Please see page 10 of the attached document if you need assistance on how to move the message from your junk box to your inbox so you will be able to see the attachment needed.

Open Browser – Type <https://mypay.solanapro.com>

Solana

my pay solanapro.com

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Apps CCLS CLE FPMIS MHMP MHG Google NOVline Admin Employee Login Favorites CCLS HR ITS Apps MyChart - Login Pa... ALEA Login 401K Employer Log... JDP - Login CTM Staffing GoToMeeting CORP Drug Screens

Solana

EXPERT SOFTWARE FOR EXCEPTIONAL CARE

Log in

SOLANA MYPAY

ACCESS YOUR PAY STUBS, W-2S, AND 1095S.

The Information You Need At Your Fingertips

Go green with your W-2s, 1095-Cs and pay stubs by eliminating postage and mailing costs, while at the same time giving your staff 24/7 access to their pay-related information.

Employees sign in with a social media account so they do not have to manage a new user name and password. Additionally, employees are notified via email when a new pay stub or tax form is ready for viewing. All historical data is available forever and that eliminates the time spent by your payroll or HR departments when documents need to be recovered.

Is your company already using Solana MyPay?

Sign in now

Click on "Sign in now"

11:25 AM 11/22/2020

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Solana

Sign in with your social account

Facebook

Microsoft

Google

Sign in with your existing account

Email Address

Password

Forgot your password?

Sign in

Don't have an account? Sign up now

Look for Don't have an account?
Below Sign In box and Click on
"Sign up now"







[Cancel](#)

Please provide the following details.

Email Address

Send verification code

New Password

Confirm New Password

Create

Enter your **PERSONAL EMAIL ADDRESS**

NOTE: Use of your personal email address ensures that you will always have access to your check stubs, W-2s and 1095Cs. Company emails are no longer accessible once you no longer work for the company.





[Cancel](#)

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Please provide the following details.

Enter "Verification Code" received from email.

Click "Verify Code"





[Cancel](#)

Please provide the following details.

[Change e-mail](#)

[Create](#)

Enter a password of your choice and re-enter a 2nd time to confirm your password.

Click "Create"



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myapysolanapro.com/userdashboard/profile

Apps CCLS CLE FPMS MHG MHP NOVAtime Admin NOVAtime Login Employee Login Favorites CCLS HR ATS Apps MyChart - Login Pa... ALEA Login 401K Employer Log... JDI - Login CTM Staffing GoToMeeting CORP Drug Screens

Solana

Home / Profile

User Details

First Name:

Last Name:

User Key:

Notification Email:

Your email

My Accounts

☒ Your email

: (Current Account)

Select/Add Account to link another account (that you've already used to sign into Solana MyPay) that uses a different email address than this account.

Add Account

The email you used to sign up will appear here

My Agencies

To access your pay stubs and/or tax forms enter the registration information your agency provided below and select Submit.

Agency Key

Employee Key

Last four digits of Social Security Number

Submit

Enter Agency Key: from email attachment (see example on next page)

Enter Unique Key: from email attachment (see example on next page)

Enter last 4 digits of your Social Security Number

Click Submit

This links your account to the company.

This will be the attachment from the email you will receive letting you know it is time to go in and create your account using your **personal email address**.

Solana

December 7, 2020

Employee Name
Street
City, State Zip

Agency Key: WECUX39SUK
Employee Key: Your Unique ID HERE

Dear EMPLOYEE

Your pay stub information, W-2 forms and 1095-C forms will be available online via Solana ~~MyPay~~. We recommend signing in to Solana ~~MyPay~~ to enter your registration information as soon as possible. You will not receive email notifications that you have new documents ready to view until you complete the steps below:

- 1 Go to <https://myunav.solananro.com> and select Sign in now

Select **Home** to view any available documents

The screenshot shows a web browser window with the Solana user dashboard. The browser's address bar displays `mypay.solanapro.com/userdashboard/profile`. The page features a navigation bar with the Solana logo and a 'Home / Profile' link. The main content area is divided into three sections: 'User Details', 'My Accounts', and 'My Agencies'. The 'User Details' section includes fields for First Name, Last Name, User Key, and Notification Email. The 'My Accounts' section contains a message about linking accounts and an 'Add Account' button. The 'My Agencies' section lists 'Creative Community Living Services' and includes an 'Add Agency' button. Annotations with arrows point to the 'Home' link in the navigation bar, the 'Add Agency' button, and the 'Add Account' button. A text box at the bottom right states 'Click Home -- continue to next page'. Another text box on the right side of the 'My Agencies' section states 'Once you add the agency key, your unique key, and last 4 of social security number and click Submit the agency name should appear.'

Home / Profile

User Details

First Name: _____

Last Name: _____

User Key: _____

Notification Email: _____

My Accounts

Select Add Account to link another account (that you've already used to sign into Solana MyPay) that uses a different email address than this account.

[Add Account](#)

My Agencies

Creative Community Living Services

Select Add Agency if you want to access your documents from an additional agency.

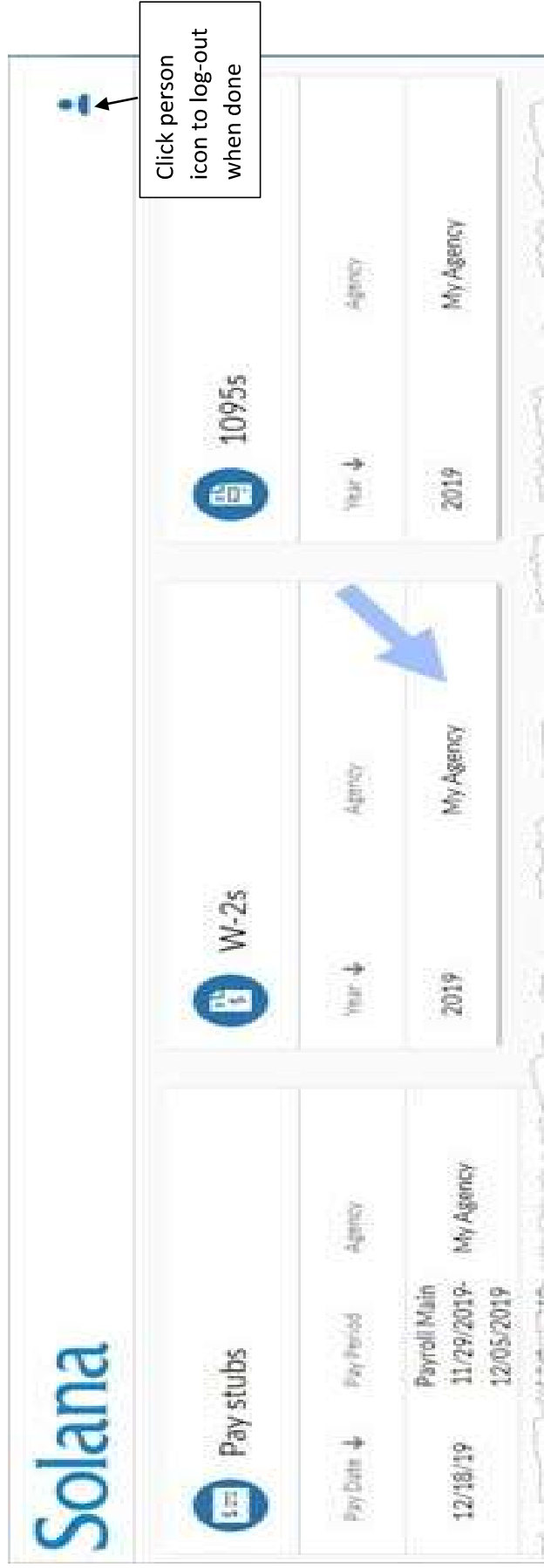
[Add Agency](#)

Click Home -- continue to next page

Once you add the agency key, your unique key, and last 4 of social security number and click Submit the agency name should appear.



Once we upload documents you will see a screen that will look similar too this that will have a section for Pay Stubs, W-2s and 1095s. All documents will open as PDFs and if you have registered your account you will receive an email letting you know a new document was uploaded.

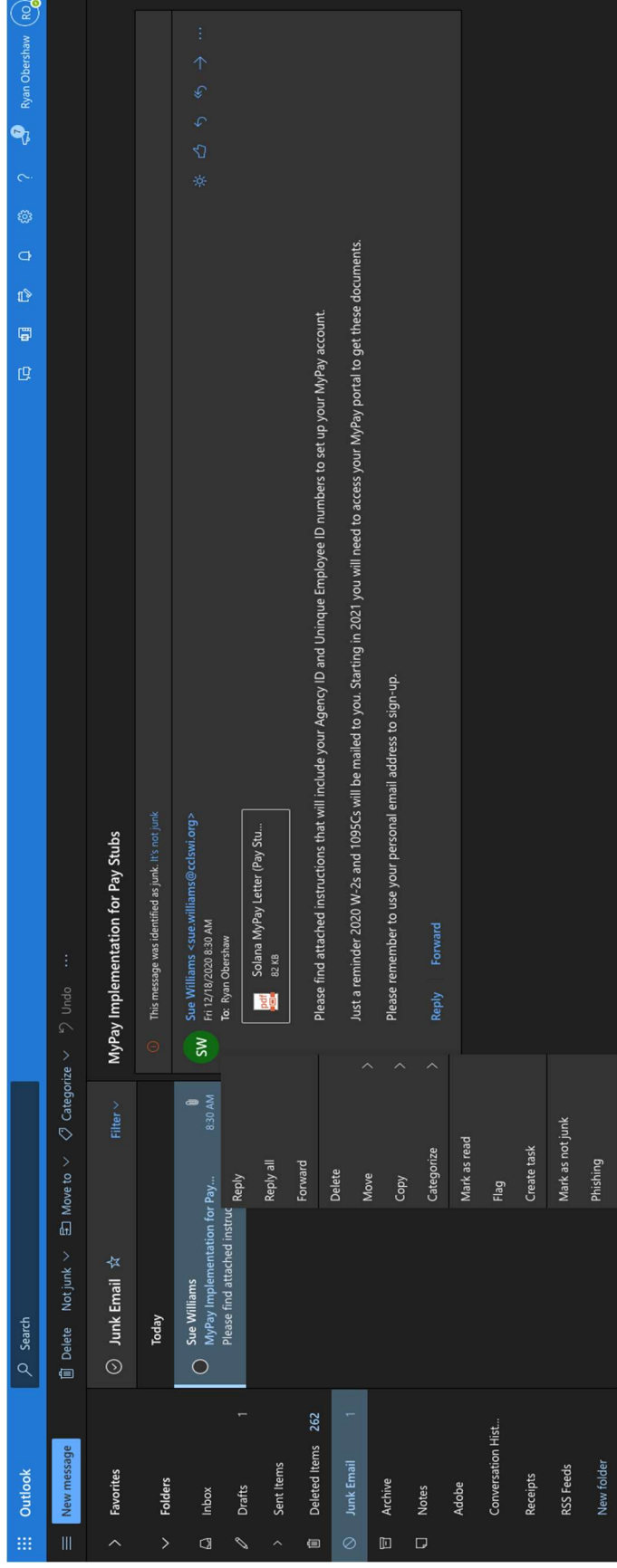


Moving Messages from Junk to Inbox

From the menu click on Junk Email and look for the following email titled:



Right click on it and when the menu comes up select “Mark as not junk”. This will move it to your inbox, and you will be able to open the attachment.



If you need further assistance, please contact the IT service desk at ServiceDesk@cclswi.org.