

How to View Paystubs - Field Users

Purpose:

Show field users how to login the first time and view JRE paystubs

Prerequisite:

- Valid ranck email and initial password

Who's Responsible:

- Field employees

Process:

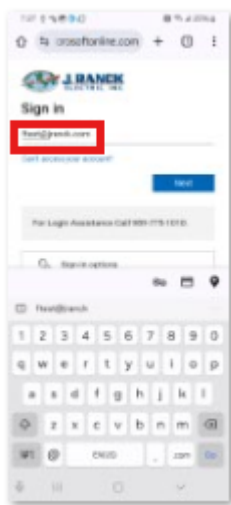
- Go to [J Ranck web site home page](#)
- Click the upper Right Menu option



- Scroll down and click Employee Portal



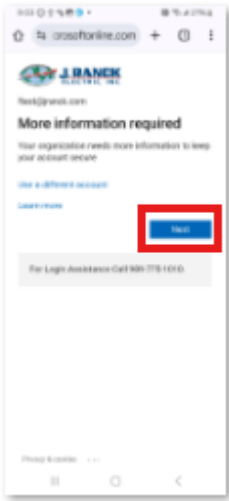
- Input jranck email address



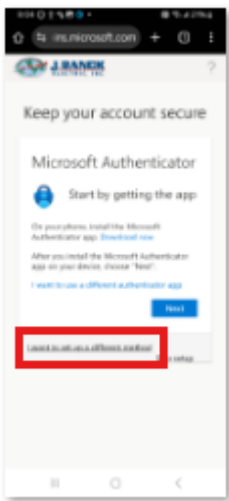
- Change password



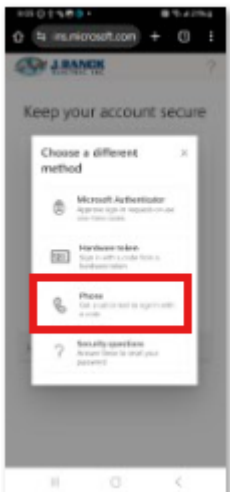
- Receive success message
- Go to [J Ranck web site home page](#)
- Click on Employee Portal
- Click Next



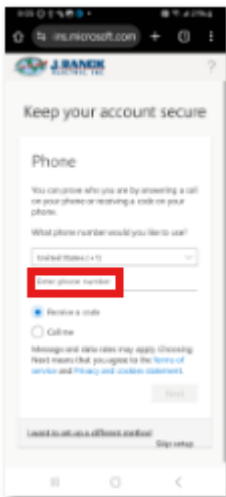
- Click Use different method



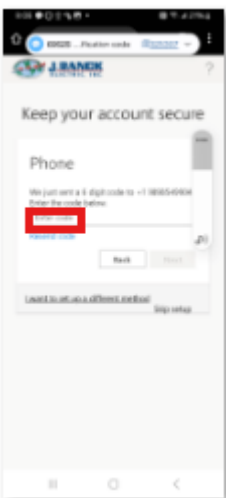
- Click Phone option



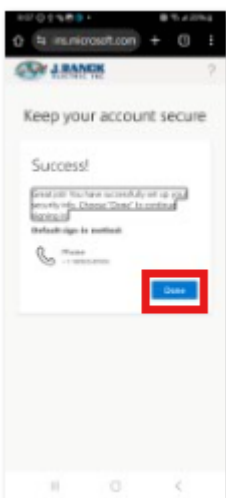
- Enter cell phone number



- Click Get code text
- Enter code received from phone text
- Click Next

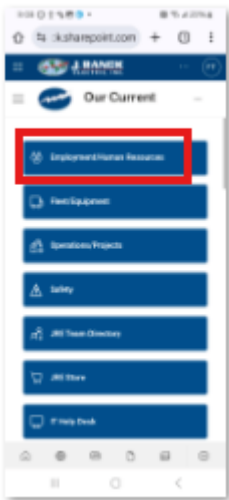


- Click Close button

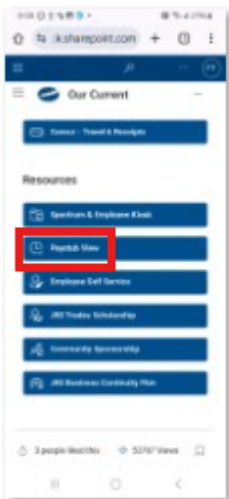


- Go to [J Bank web site home page](#)
- Click on Employee Portal

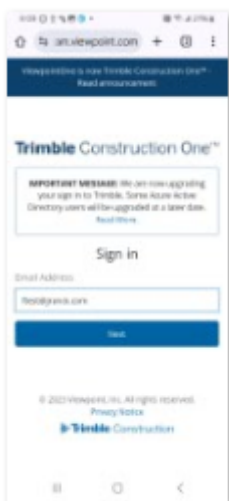
- Click Employment/Human Resources button on Our Current home page



- Click on Paystub View button



- Enter employee jranck email address
- Click Next



Troubleshooting:

- Submit a ticket to IT support@jranck.com
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Revision #4

Created 25 August 2025 17:42:02 by lallen@jranck.com

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