Please Note, Funds Will Not Be Available Until the Last Working Day of the Month Unless Otherwise Notified!

INSTRUCTIONS FOR REGISTERING FOR THE PAYROLL DOCUMENT SERVICES VIEWER:

Click the pay stub link on the winstonk12.org home page under the "Employees" heading. This link will take you to a pop up box asking for your email user name and password. (Do not enter your complete email address). After you have entered this information you can follow the instructions below.

The First Time to the Site, Select "Register":

Enter Social Security Number (to link to payroll system – first time only):

Note, your Social Security Number is hidden from view:

You will be asked to create a *User Name* of your choice (minimum length 5, any combination of letters and/or numbers):

(Try to make it something you can easily remember and make a note of it!
Note, this system will not accept symbols so you cannot use your existing system network ID if it includes a ".")
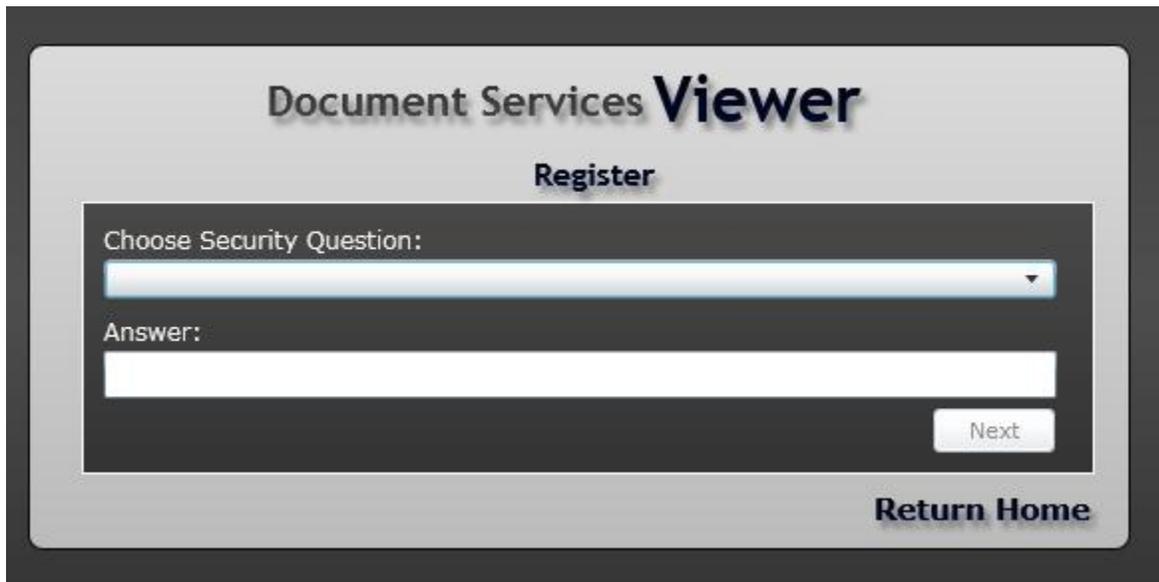

Choose one of four security questions, and enter answer (you will have to answer this question each time you log in so make it something you can remember):
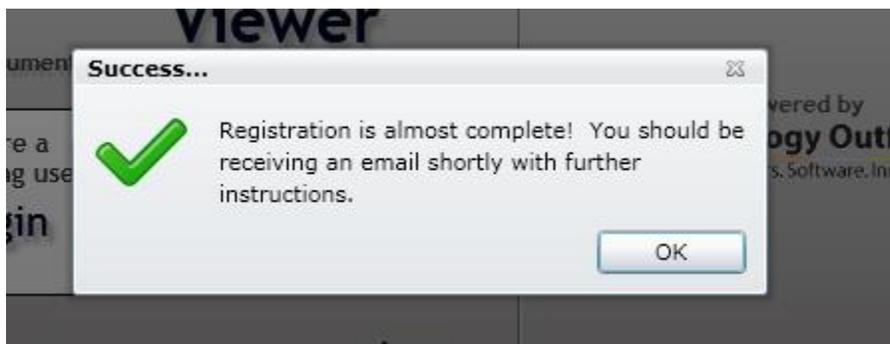

**NOTE: If you forget the answer to your security questions your account must be REMOVED by the Admin USER and you must re-register your account.

Choose a portal password and enter it, twice, then click on "Register":

You will receive the following message:

You will receive an email shortly with the following message:
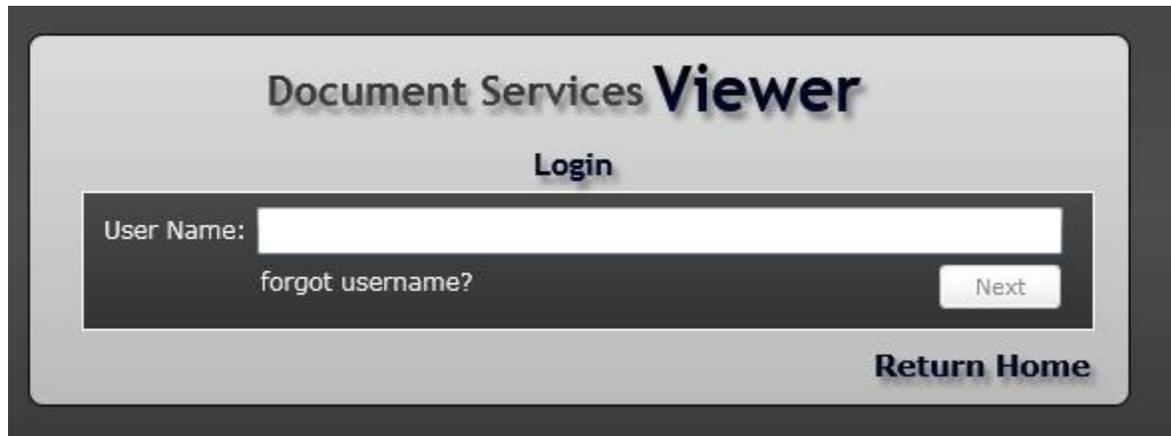
Registration is nearly complete!

Your unique authorization token is: 242cada634d2ef8d (will be different from this one)

Your user name is: _____ (the username you selected previously)

To complete the registration process, please click the following link. You will be required to enter your authorization token.
[Click Here](#) (Important! If your "Click Here" link is not active, choose the "View in HTML" option.)

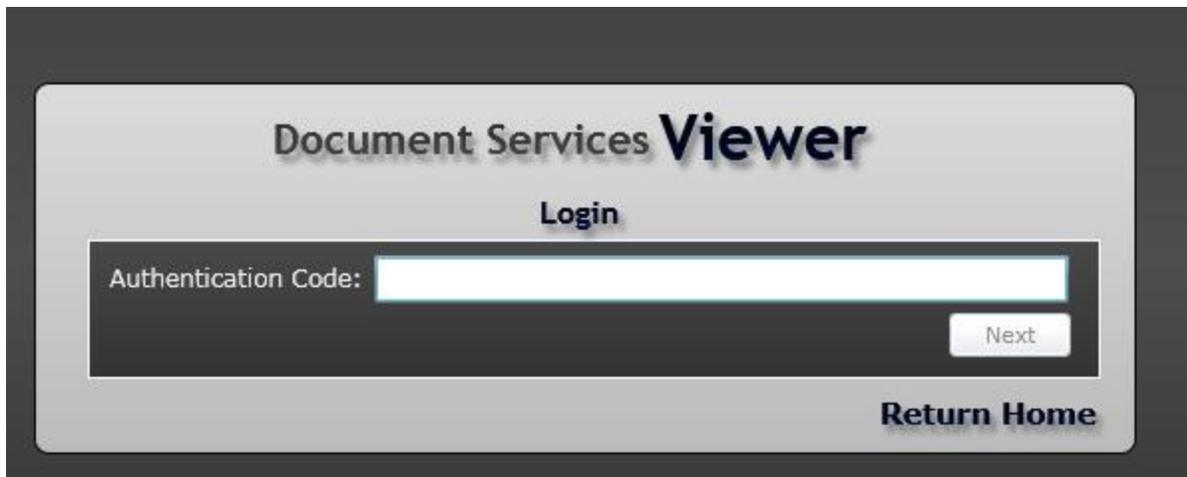**When you receive the email go back to the viewer through the enclosed link, and enter your user name:**

Answer your security question:

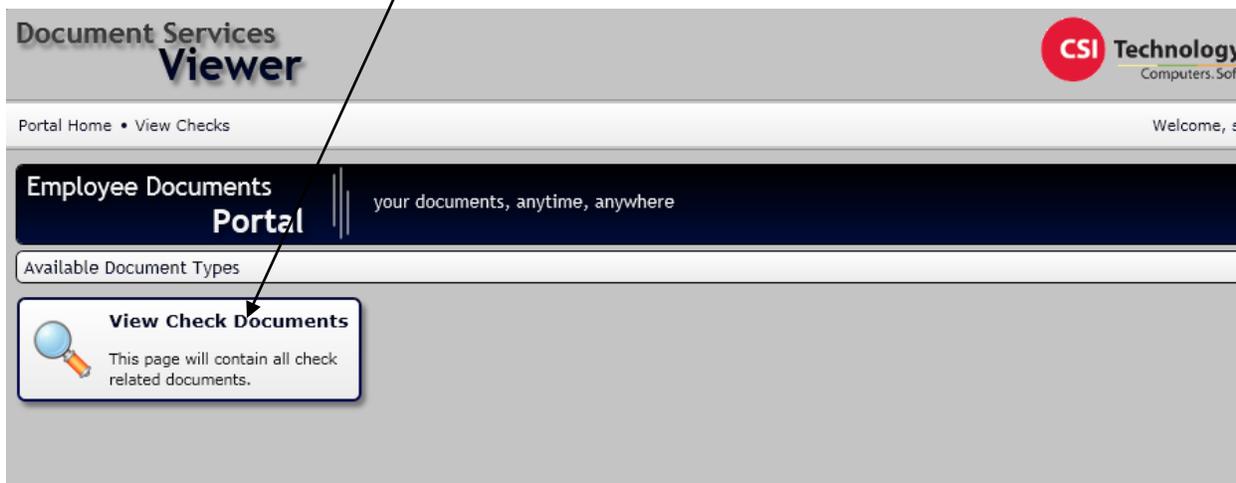**Enter your authorization token [you can copy and paste (use Ctrl + V) or type it in]:**

Type your password in the next box that appears.

(In the future, click on "Login" not "Register"),

You will see the following screen:

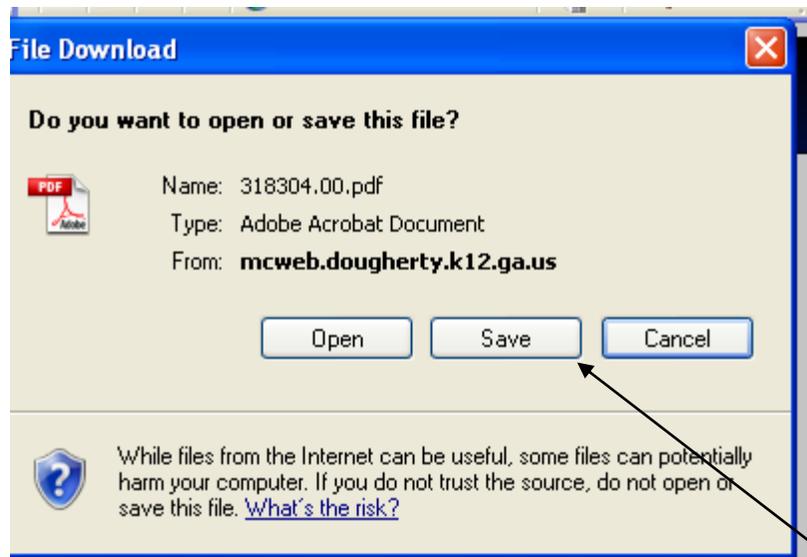**Click** on "**View Check Documents**"

DOUBLE-click on check number: (the check month/year reflects when they were copied over to the portal for July and August checks, not the check date)

Check Number	Type	Check Month/Year
318304.00	Statement	September 2011
321464.00	Statement	September 2011

Employee Check Documents ||| your documents, anytime, anywhere

Click here to download or save to your computer:

https://mcweb.dougherty.k12.ga.us/ServeChec...

https://mcweb.dougherty.k12.ga.us/ServeCheckWithWindow.as

Check Download Prepared
Click To Download

Internet   100%

: **Click on "Open" or "Save"**

Enter your password again:
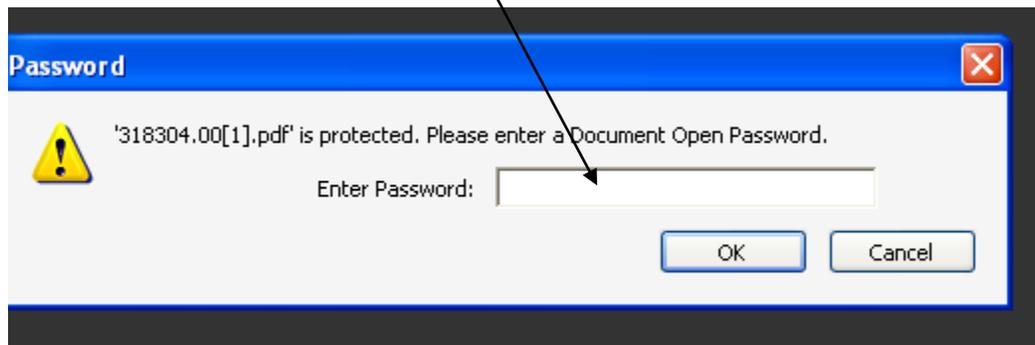
__Note: you will have to re-enter this password any time you open a saved copy of this document.

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