

Electronic Pay Stub (E-Stub)

Employee First Login

Go to the Online Wage Statements website at:

<https://www.onlinewagestatements.com/hca>

Enter your 3-4 Id in the **User Name** field.
Enter your Social Security Number in the **Password** field.

Click the **Log In** button.

NOTE:

If you do not know your 3-4 Id, please contact Human Resources.

User Name:

Password:

[Forgot Your Password?](#)

Login Hints:
 User Name – 3-4 ID
 Password – Full SSN (no dashes/dashes/spaces) on initial log in or reset, or enter password you setup, or click forgot password

You are about to access a private web application. This application is to be used by authorized users only.

[Privacy Statement](#) [Terms of Use](#) [Frequently Asked Questions](#)

Enter your Employee Id in the **Employee Id field (EID)**. (The EID must be 9 digits – you can locate this from any past pay stub). Enter your full birth date in the **Employee Birth Date** field in the **MMDDYYYY** format (i.e. 01011981).

Click the **Submit** button

Employee ID Number:

Employee Birth Date:

Login Hints:
 Employee ID Number – nine digit employee ID (must include leading zero)
 Employee Birth Date – Employee birth date in mm/dd/yyyy (no slashes/dashes/spaces) format

If you are logging into E-Stub for the first time, ENTER your Social Security Number (SSN) as your current password.

You will be asked to create a new password. Your new password must be **6-16** characters in length. Include at least one lower case letter, one upper case letter and one number.

Click the **Change Password**

NOTE:

Your Social Security Number is used as the password for your first time login to E-Stub, as well as any time your password is reset - this includes using the forgot password option.

Current Password:

New Password:

Confirm New Password:

Password Formatting Rules:
 Minimum length: 6 Maximum length: 16
 Required lower case letters: 1 Required upper case letters: 1
 Required numbers (digits): 1 Required special (non-alphabetic) characters: 0

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Employee Edit Profile

Once you have changed your Password, click the **Continue** button.

Change Password Complete

Continue

Password Formatting Rules:
Minimum length: 6
Required lower case letters: 1
Required numbers (digits): 1
Maximum length: 15
Required upper case letters: 1
Required special (non-alphabetic) characters: 1

You will be required to enter a question and answer in case you forget your password. It may be a good idea to include an email address to your profile if you have one to receive email notifications.

Click **Save** when you're finished editing your profile.

Profile for User Name:

First Name

Last Name

Secret Question

Secret Answer

Telephone Number (nnn) nnn-nnnn -OR- nnn-nnnnnn

Email Notification Check to receive notification of wage statements via Email

Email Address

Save Cancel Help

That's it!

Click **Continue** to return to the main page.

Your Profile has been saved.

Continue