Create Account and Enter Credentials
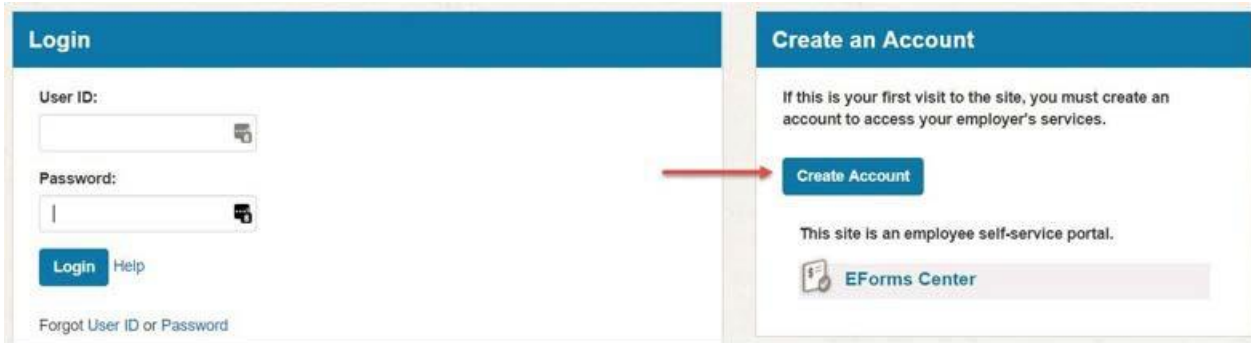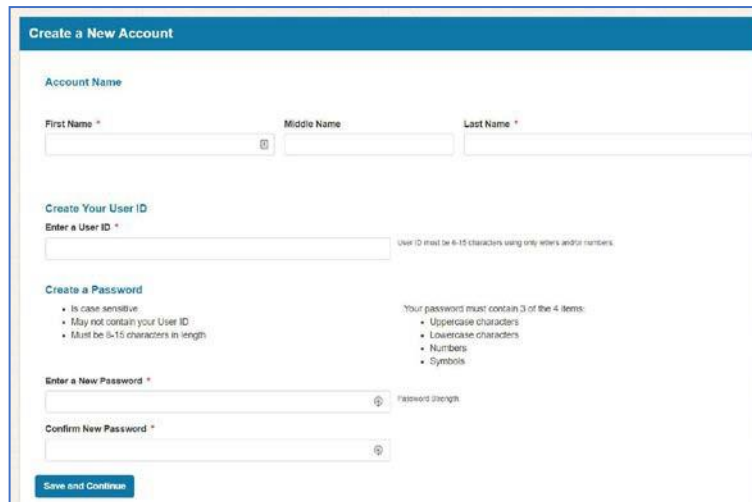
Begin by accessing your site at www.paperlessemployee.com/allegis If this is your first time accessing the site, click on the **Create Account** button to begin the process.

Complete the **fields** on this screen, click the ***I'm not a robot*** reCAPTCHA validation, and then click on the ***Authenticate & Create Account*** button.

Enter your ***First Name***, ***Middle Name*** (optional) and ***Last Name*** which will be associated with your PaperlessEmployee account. Enter a ***User ID*** & ***Password***.

NOTE: Store your user ID and password in a safe place, as you will need it in the future to access the system.

 Click on the ***Save and Continue*** button to activate your account.

Answer Security Questions

Complete three personal ***Security Questions*** which may assist you should you need to reset a forgotten password. Click on the ***Save Security Questions*** located at the bottom of the screen when finished.

Enter Contact Information and Validate

Enter your contact information and confirm the validity of your email addresses and/or phone number.

If email verification is required, you will click on the ***Verify Email*** button. If phone verification is required, you will click the ***Test Text Message*** or ***Verify Phone Number*** button. A code will be sent to your phone or you will receive a phone call.

You will need to enter the code onto the screen and then click the ***Submit*** button.

View Pay Statements

After logging into the CIC Plus site, you can access your Pay Advice by clicking on the *Pay Statements* link on the left side of the page, or the *Access Pay Statements* link on the *Home Page.*

Once in the *Pay Statements* screen, to access the full pay statement, check the box(es) of the pay statement(s) needed in the *Full Statement* column. Then click on the *View/Print Selected Pay Statements* button at either the top or bottom of the screen. The selected Pay Statement(s) will appear in a new tab in the open internet browser that can be viewed, printed, and/or saved.

Note: A PDF reader is required to open the PDF file. If you do not have a PDF Reader on your computer, click on the *Get Adobe Reader* icon on the left side of the screen to download a free version.

View Year-End Tax Statements (W-2)

Click on the *Year End Tax Statements* link on the left side of the page or click on the *Access Current Year- End Statements* on the *Home Page.*

When in the *Get Tax Statements* page, click on the box in the **Select** column to indicate the tax statement you want to retrieve. Click on the *Download PDF* link to access the statement, which will appear in a new tab in the open internet browser where it can be viewed, printed, and/or saved.

Note: A PDF reader is required to open the PDF file. If you do not have a PDF Reader on your computer, click on the *Get Adobe Reader* icon on the left side of the screen to download a free version.

Once you have consented to receive your year-end Tax document electronically, you will no longer receive paper copies by mail, unless you withdraw your consent. You may change this at any time through the CIC Plus website.

If you have any questions about accessing your Pay Statement or Year-End Tax document, please contact your company representative.