

## Create Account and Enter Credentials

Begin by accessing your site at [www.paperlessemployee.com/allegis](http://www.paperlessemployee.com/allegis) If this is your first time accessing the site, click on the **Create Account** button to begin the process.

The screenshot shows the PaperlessEmployee login interface. On the left, there's a 'Login' section with fields for 'User ID' and 'Password', and buttons for 'Login' and 'Help'. Below these is a link 'Forgot User ID or Password'. On the right, there's a 'Create an Account' section with a message: 'If this is your first visit to the site, you must create an account to access your employer's services.' A large red arrow points from the 'Create an Account' text towards the 'Create Account' button. Below the message, it says 'This site is an employee self-service portal.' and features a 'EForms Center' button with a document icon.

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.

The screenshot shows the 'Create a New Account' form. It has sections for 'Account Name' (with fields for First Name, Middle Name, and Last Name), 'Create Your User ID' (with a field for 'Enter a User ID' and a note: 'User ID must be 6-15 characters using only letters and/or numbers'), 'Create a Password' (with a note: 'Your password must contain 3 of the 4 items: Uppercase characters, Lowercase characters, Numbers, Symbols'), 'Enter a New Password' (with a field for 'Enter a New Password' and a 'Password Strength' indicator), and 'Confirm New Password' (with a field for 'Confirm New Password'). At the bottom is a 'Save and Continue' button.

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.

Check Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Voided	Select below to Download/Print Full Statement
05/31/2018	000000000505229	1,815.30	554.41	117.81	1,143.08	<input checked="" type="checkbox"/>	<a href="#">Summary</a>
05/24/2018	000000000504534	1,815.30	554.42	117.81	1,143.07	<input type="checkbox"/>	<a href="#">Show Summary</a>

**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.

Select	Tax Form	Employer Name	Download	Mail
<input checked="" type="checkbox"/>	2017 W-2 View original address	ALLEGIS GROUP, INC.	Item request available until 01/24/2019	Mail request available until 01/24/2019
<input type="checkbox"/>	2017 W-2 View original address	ALLEGIS GROUP, INC.	\$0.00	\$0.00
<input type="checkbox"/>	2017 W-2 View original address	ALLEGIS GROUP, INC.	\$0.00	\$0.00

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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.