*****IMPORTANT DO NOT DISCARD*****

Eat'n Park Hospitality Group Paystub and Pay Card instructions
Go to: www.ephgpayroll.com. Scroll down and click on Click here for paystubs, then Register now.
You will need the following information to register online to retrieve your paystubs and W-2 forms.

Registration Pass Code: ENP-IPAY
Service: select **iPay Statements**
Document: select **PayStatement/Earnings Statement**

Your SSN is used to identify you during the account creation process; ADP does not share your personal information collected through this site with any 3rd-party vendor.

First Name: ▸ _____

Last Name: ▸ _____

SSN: ▸ [*********] (Nine digits, any format.)

Confirm SSN: ▸ [*********] (Nine digits, any format.)

CO: ▸ PCSPO5
This is the letter O. Not the number 0.

File: ▸ _ _ _ _ _ _

Number (Advice #): ▸ _ _ _ _ _ _ _ _ _ _
Ten numbers including leading zeros.

Pay Date (Advice Date): ▸ _ _ / _ _ / _ _ _ _
This is the scheduled pay date
(Not the day you receive your money)
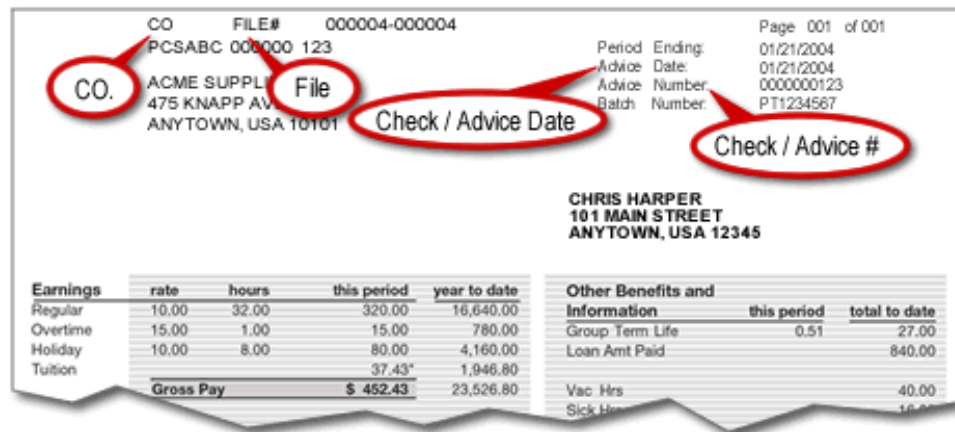
*****Note: This is a sample; your pay statement/earnings statement may be slightly different. **You will need to have your 1st printed pay stub from ADP in order to register.*********

Be sure to enter the information exactly as it appears above. If you have entered the information correctly when you click next, you should be taken to the next page to enter your personal information and choose your security questions. Once you have completed that then YOU WILL BE ASSIGNED A USERNAME and you will have to create a password. The password must contain at least 1 letter and 1 number and be at least 8 characters long. KEEP THIS PAPER FOR FUTURE REFERENCE

iPAY USERNAME: _____   **iPAY PASSWORD:** _____

PAYCARD REGISTRATION:
Call the number in the pay card pamphlet: 1-866-402-1237   **and**   Follow instructions for first time registration.

GENERAL PAYROLL QUESTIONS:
Please go to www.ephgpayroll.com   **or**   Call the payroll department at (412) 461-2000 option 3

The website contains helpful links to frequently requested forms, Frequently Asked Questions, the pay card website and the paystub website, as well as our general contact information.