

# WHAT IF I FORGOT THE PASSWORD TO ACCESS MY ONLINE PAY STATEMENT?

Login to: <https://www.atsprintfreedom.com/scps.aspx>

[Need help with Logging in?](#)

[Forgot Password?](#)

**Access ID:** Prefilled to SCPS

**Username:** Your Employee ID #

**Password:** If you can't remember your password click on **FORGOT PASSWORD?** (Link above the blue box.)



Please enter your information to begin:

Access ID:

Username:

Password:

Enter your **USERNAME** (Your Employee ID #)

And select **SUBMIT**

Please enter your Access ID and Username and a new password will be emailed to you or your System Administrator:

Access ID:

Username:

Your **TEMPORARY PASSWORD** will now be the **last four digits of your SSN** (This was the original value)

Your password has been reset to its original value, please try to login again.

Now you may enter your

**USERNAME:** Employee ID#

**PASSWORD:** Last 4 of SSN



Please enter your information to begin:

Access ID:

Username:

Password:

You will now be on the main page and will be prompted to change your Password. You should also enter your E-mail address through the UPDATE E-MAIL link in the left-hand navigation menu. You may choose to VIEW PAYSTUBS or W2.

A box will pop up and ask you to **Please enter a Document Open Password**. This Document Open Password is a secondary security measure and will always be the last four of your SSN... even after you change your temporary password.

Please **save the ATS Web Address** provided in this E-mail to your FAVORITES

so you may quickly locate it in the future.

