

DIRECTIONS FOR FIRST TIME USERS ONLINE PAYSTUBS

These instructions are for first time users only. If you have already accessed your account and changed your password, simply continue using your new password.

1. Once on the internet, go to the web address:

<https://www.atsprintfreedom.com>

2. Enter your Access ID, User Name and Password.

Access ID: SCPS

Username: Your Employee Number (If you have forgotten your employee ID number please contact your leave entry representative.)

Password: Your Employee Number and your LASTNAME (ALLCAPS; no spaces. Include apostrophes and hyphens, if applicable)

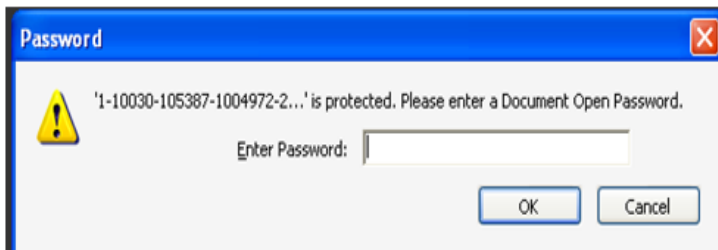
Example: 0000SMITH-JOHNSON or 00000D'ABC

3. Change your password. You will be prompted to change your password when you login for the first time. The “Current Password” prompt will be the password from Step 2.

4. Select “Update MyEmail” to add or change your email address. This will enable ATS to contact you if you should lose your password.

5. Select “MyPayStub” (To open your paystub, you will need a “Document Open Password” which is the last 4 digits of your SSN.)

***Enter the last 4 digits of your SSN here.**



6. You may now view and/or print your Direct Deposit Statement.

RETURNING USERS

Use the link below

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

If you forget your password, please select the FORGOT PASSWORD link and the temporary password will be re-set to the last four digits of your SSN.