



# SelfServe

Welcome to SelfServe. From this secure site you will be able to access your payroll history, payroll check stubs, and ACH advices, view your position details and update some of your personal information. A valid email address and Internet connection is required to use this service.

<https://portal.pfd.snb.com>

The first step is registering for SelfServe. **The Business Key is 1806287.** You will need to enter this key during the registration process and use it each time you login.

## Self-Service Access Portal

Username:

Password:

Business Key:

Sign-on To:

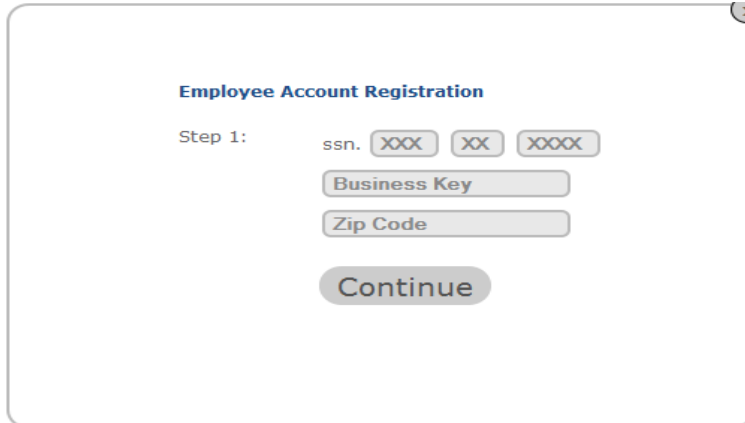
[Forgot Password](#) [Employee Registration](#)

This site is provided solely for authorized users. Inappropriate use of this system may subject the user to loss of access privileges and possible criminal prosecution.  
[Click here](#) for our complete authorized use policy.

## Registration

To begin the process, click the Employee Registration button.

A pop-up window will step you through the process of registering.



The image shows a pop-up window titled "Employee Account Registration". It is labeled "Step 1:" and contains the following fields and buttons:

- ssn. field with three input boxes containing "XXX", "XX", and "XXXX".
- Business Key field.
- Zip Code field.
- Continue button.

## Logging In

After you have completed the registration process, an email will be sent to you with a temporary password and link to the site. The first time you login, you will be asked to change your password by following the steps below. You are now ready to begin using SelfServe.

Please note the following when creating a password:

**The password must contain 3 of the following elements; lower case letters, upper case letters, and either a number or symbol.**

**Until this criterion has been met, the  sign will remain. When you have successfully entered your password a check will appear  .**

Enter your username, password, Business Key and choose Employee Portal. Once you have entered all of the login information click sign in, below the password box.


Username:

Password:

Business Key:

Sign-on To:

- 
- Employee Portal**
- Customer Portal



[Forgot Password](#) | [Employee Registration](#)

### Forgot Password / Username

If you forgot your password you can retrieve by selecting the Forgot Password option below the sign in button. A pop-up window will open to walk you through the steps of retrieving your login credentials.

**Forgot Employee Password \***

Step 1:

SSN:

(or) Username:

Business Key:

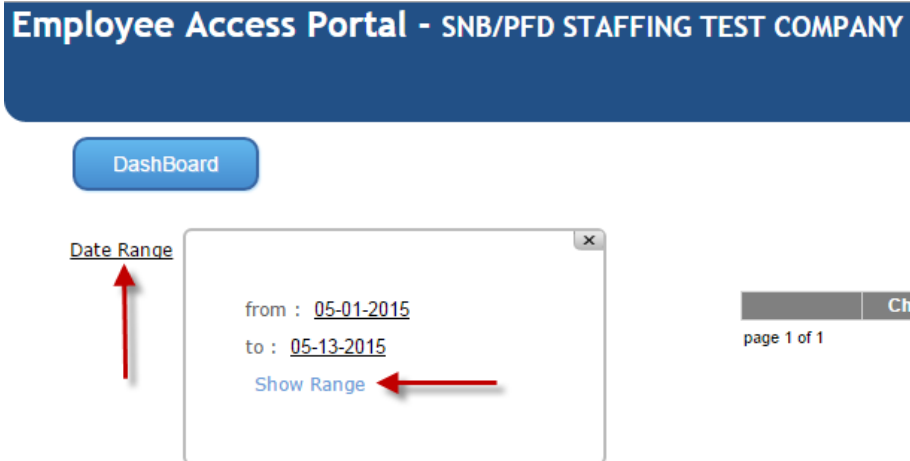
Zip Code:

If you are a Customer or Supervisor, [click here](#).





## Pay History and W2/1099 Retrieval

SelfServe gives you the ability to retrieve a full pay history and pay stubs based on a range of dates that you select. Your W2/1099 copies are available as well.

To view your payroll history, click Pay History from the Dashboard.



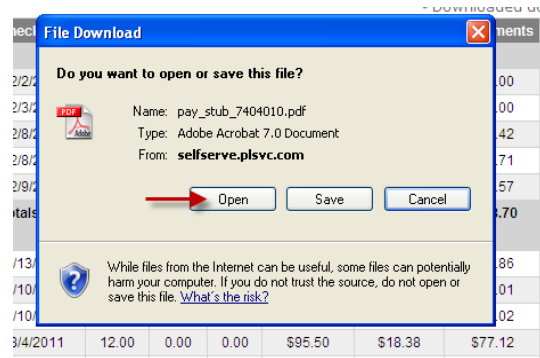
Click on the date range to set the period you wish to view. When you click the From and To dates, a calendar will pop up. Select the month and click on the day you would like to set for your range, and then click Show Range. All of your associated checks will be listed.

Check #	Weekend	Check Date	Reg Hrs	OT Hrs	DT Hrs	Gross	Taxes	Adjustments	Misc Pay	Net	
CHENEY, CHARLES P			SSN: XXX-XX-4606								
	1124614	12/16/2012	12/18/2012	10.00	0.00	0.00	\$200.00	\$11.90	\$188.10	\$0.00	\$0.00
	1127925	12/23/2012	12/27/2012	25.00	0.00	0.00	\$500.00	\$28.85	\$471.15	\$0.00	\$0.00
	1128042	12/30/2012	12/31/2012	30.00	0.00	0.00	\$600.00	\$34.50	\$565.50	\$0.00	\$0.00
	Employee Totals:		65.00	0.00	0.00	\$1,300.00	\$75.25	\$1,224.75	\$0.00	\$0.00	

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Click on the PDF icon to retrieve your paystub.

To view each payroll record, double click on the PDF icon. A new window will open with a PDF copy for you to view, save to your desktop or print.



To access your W2/1099 copy, click W-2/1099 on the Dashboard and click on the PDF icon as you would to retrieve your payroll stub.