

Paperless Payroll Enrollment

For Payline Participants with all net pay deposited via direct deposit (to include the EPPICard)



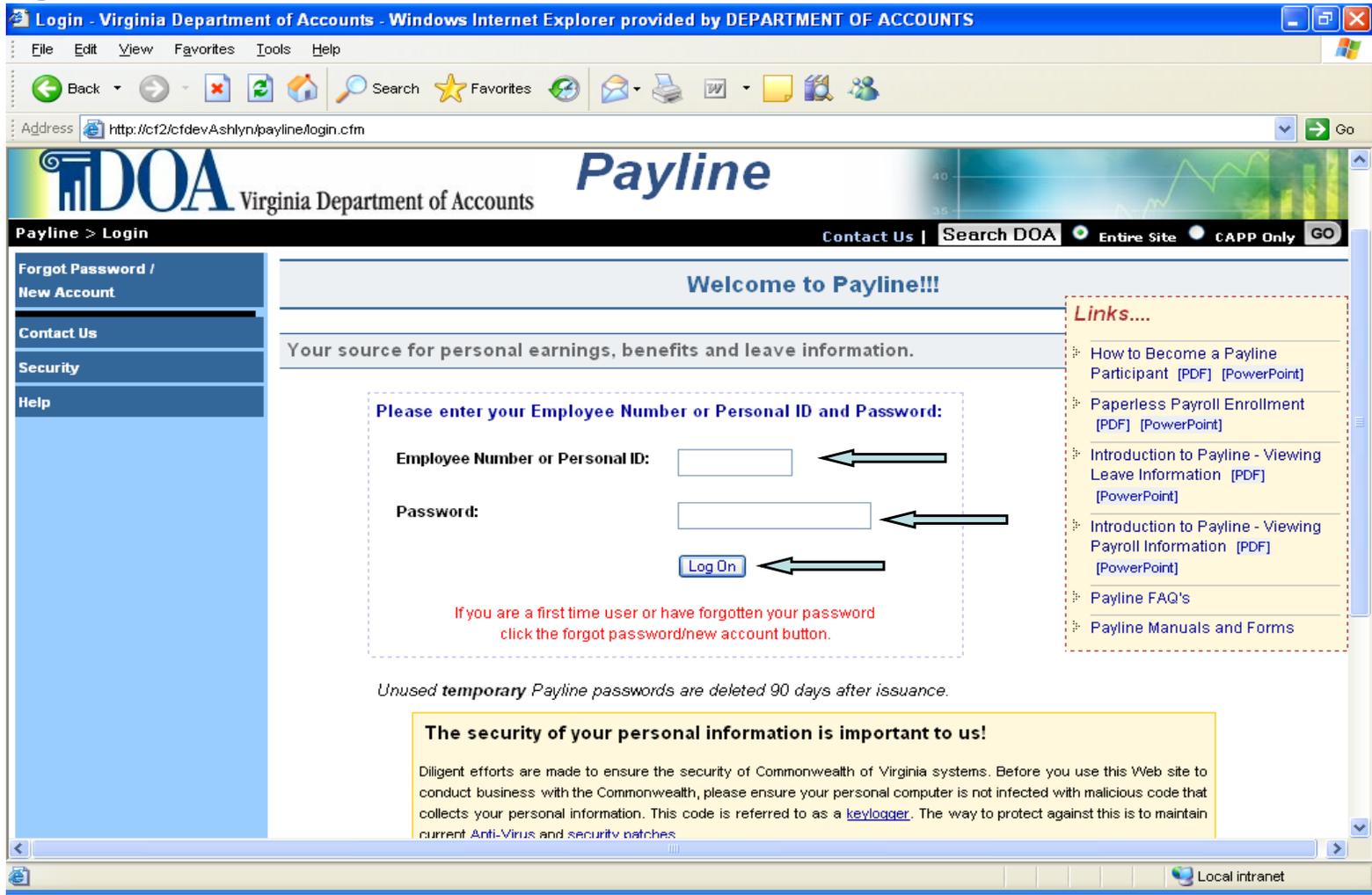
Virginia Department of Accounts

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.

Paperless Payroll Enrollment

Log into Payline by entering your Employee ID and Password. Click on Log On.



Paperless Payroll Enrollment

Go to Main Menu Page

Broadcast Message - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

Address http://cf2/ctdevashlyn/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1220

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

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DOA Virginia Department of Accounts *Payline*

Payline > Broadcast Message Contact Us | Search DOA Entire Site CAPP Only GO

Broadcast Message

Special Announcements
Personal Messages
Main Menu
Help
Contact Us
Log Off

←

Just click NO if a web site or application offers to remember your password.

Please make sure your HR Office has your current address.

Anonymously Report Fraud, Waste, and Abuse in your Agency 1-800-723-1615.

You have personal messages.
There is a special announcement.

Login Successful

Local intranet

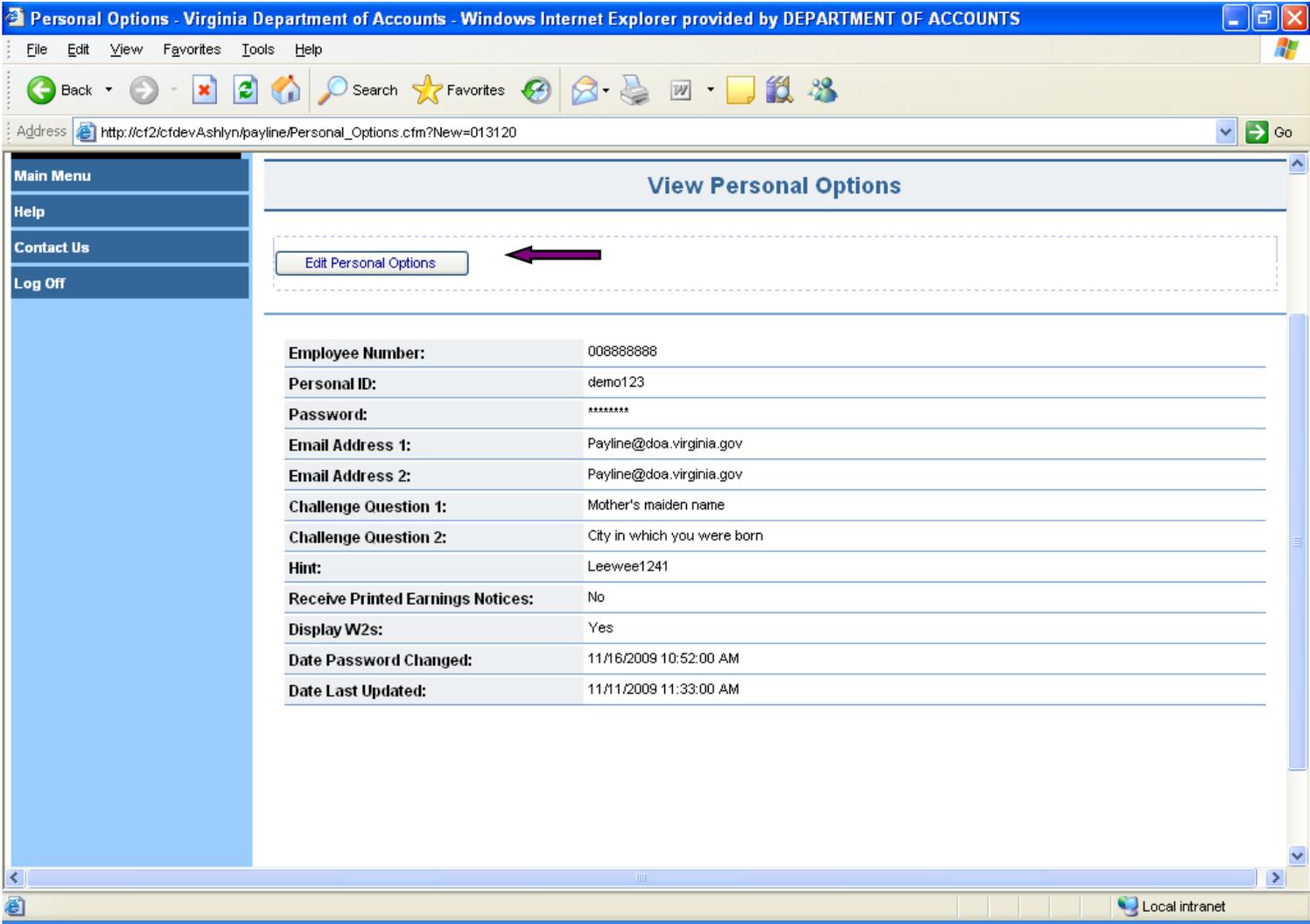


Paperless Payroll Enrollment

Select Personal Options

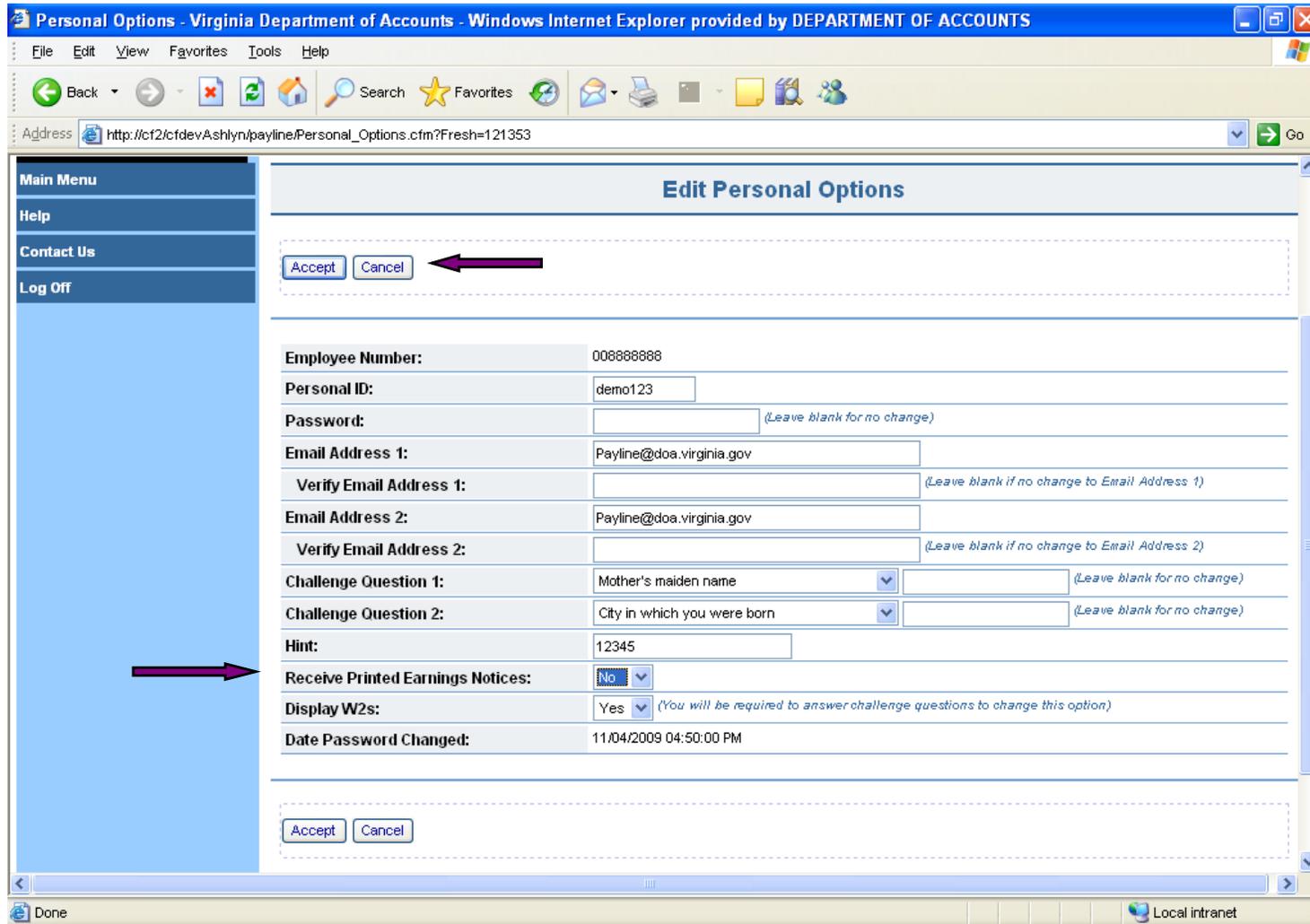
Paperless Payroll Enrollment

Click on Edit Personal Options



Paperless Payroll Enrollment

Select 'NO' for Rec Earnings Notice and click Accept



Personal Options - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

Address: http://cf2/cfdev/Ashlyn/payline/Personal_Options.cfm?Fresh=121353

Edit Personal Options

Accept Cancel

Employee Number: 006666666

Personal ID: demo123

Password: (Leave blank for no change)

Email Address 1: Payline@doa.virginia.gov

Verify Email Address 1: (Leave blank if no change to Email Address 1)

Email Address 2: Payline@doa.virginia.gov

Verify Email Address 2: (Leave blank if no change to Email Address 2)

Challenge Question 1: Mother's maiden name (Leave blank for no change)

Challenge Question 2: City in which you were born (Leave blank for no change)

Hint: 12345

Receive Printed Earnings Notices: **No** (You will be required to answer challenge questions to change this option)

Display W2s: Yes (You will be required to answer challenge questions to change this option)

Date Password Changed: 11/04/2009 04:50:00 PM

Accept Cancel

Paperless Payroll Enrollment

Your Personal Option Record has been updated. Click Main Menu to continue in Payline.

Personal Options

[Edit Personal Options](#)

Record Updated

Employee Number:	008888888
Personal ID:	demo123
Password:	*****
Email Address 1:	Payline@doa.virginia.gov
Email Address 2:	Payline@doa.virginia.gov
Challenge Question 1:	Mother's maiden name
Challenge Question 2:	City in which you were born
Hint:	12345
Receive Printed Earnings Notices:	No
Display W2s:	Yes
Date Password Changed:	11/04/2009 04:50:00 PM
Date Last Updated:	11/09/2009 12:10:00 PM