

How To Become A Payline Participant



Virginia Department of Accounts

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.



How To Become A Payline Participant

Go to Payline Web Page

- Key the following web address on your internet browser

<https://payline.doa.virginia.gov>

NOTE: WWW does not precede the web address



How To Become A Payline Participant

There are two methods to request your temporary passwords. These methods are illustrated in the following slides.

NOTE: A temporary password cannot be issued until you have been paid.



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METHOD 1:

Enter your Employee ID in the corresponding box and click on Forgot Password/New Account.

NOTE: Personal ID cannot be used until you are an active participant.

The screenshot shows the login page for the Virginia Department of Accounts Payline system. The page is viewed in Internet Explorer. The address bar indicates the URL is `http://cf2/cfdev/Ashlyn/payline/login.cfm`. The page header includes the Virginia.gov logo and navigation links. The main content area features the DOA logo and the word 'Payline'. A navigation menu on the left includes 'Forgot Password / New Account', 'Contact Us', 'Security', and 'Help'. The main content area has a 'Welcome to Payline!!!' message and a login form with fields for 'Employee Number or Personal ID' and 'Password', and a 'Log On' button. A red message below the form states: 'If you are a first time user or have forgotten your password click the forgot password/new account button.' A 'Links....' section on the right contains several links, including 'How to Become a Payline Participant [PDF] [PowerPoint]'. A green arrow points to the 'Employee Number or Personal ID' input field.



How To Become A Payline Participant

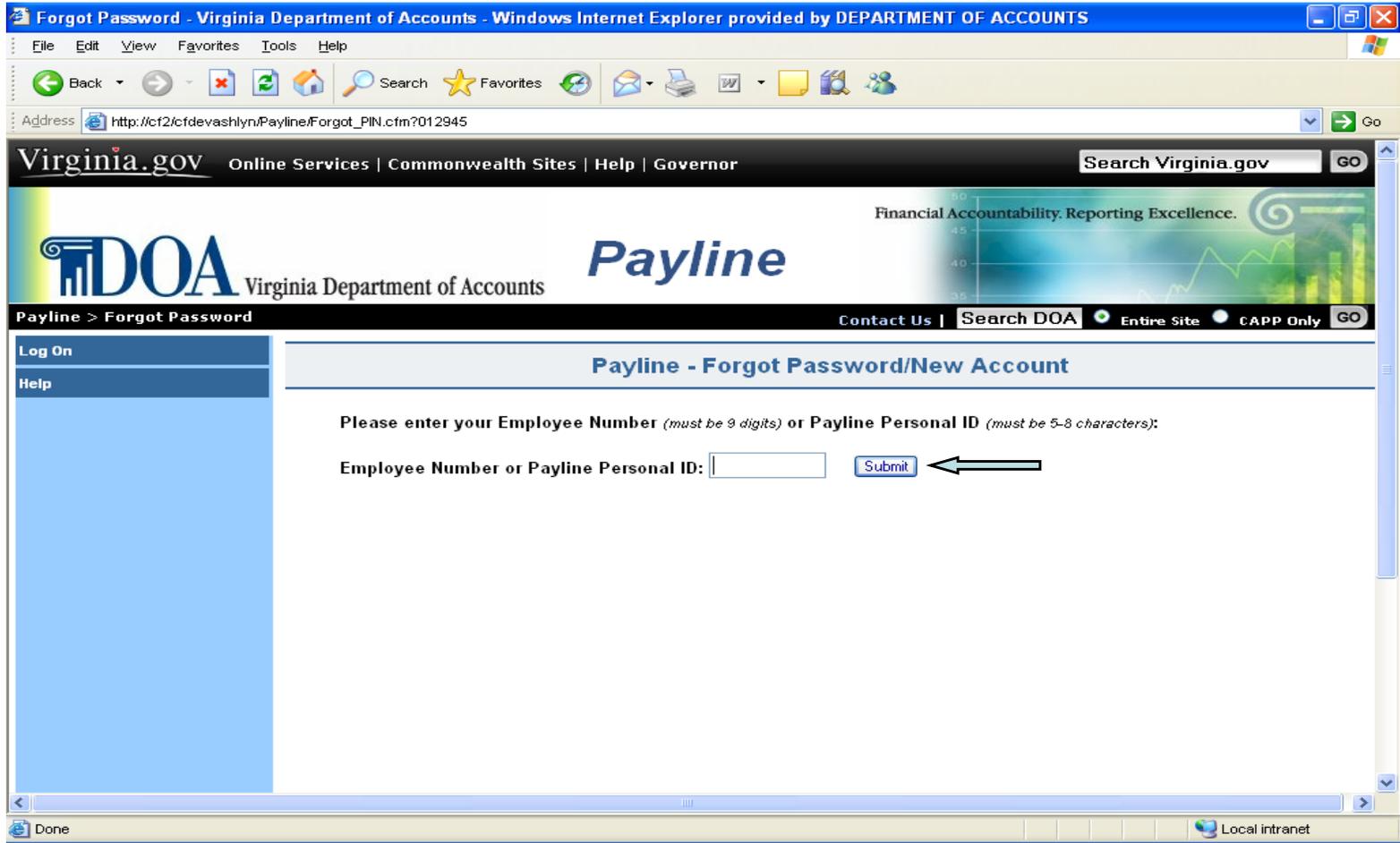
Method 2:

Click on the Forgot Password/New Account Button, and Payline will display a screen to allow entry of the Employee ID Number.

The screenshot shows the Payline login interface. A green arrow points to the 'Forgot Password / New Account' link in the left-hand navigation menu. The main content area is titled 'Welcome to Payline!!!' and provides instructions for logging in. It includes a form with two input fields: 'Employee Number or Personal ID' and 'Password', followed by a 'Log On' button. A red message below the form states: 'If you are a first time user or have forgotten your password click the forgot password/new account button.' To the right, there is a 'Links....' section with several links, including 'How to Become a Payline Participant [PDF] [PowerPoint]'.

How To Become A Payline Participant

Enter your Employee ID Number and click on Submit.





How To Become A Payline Participant

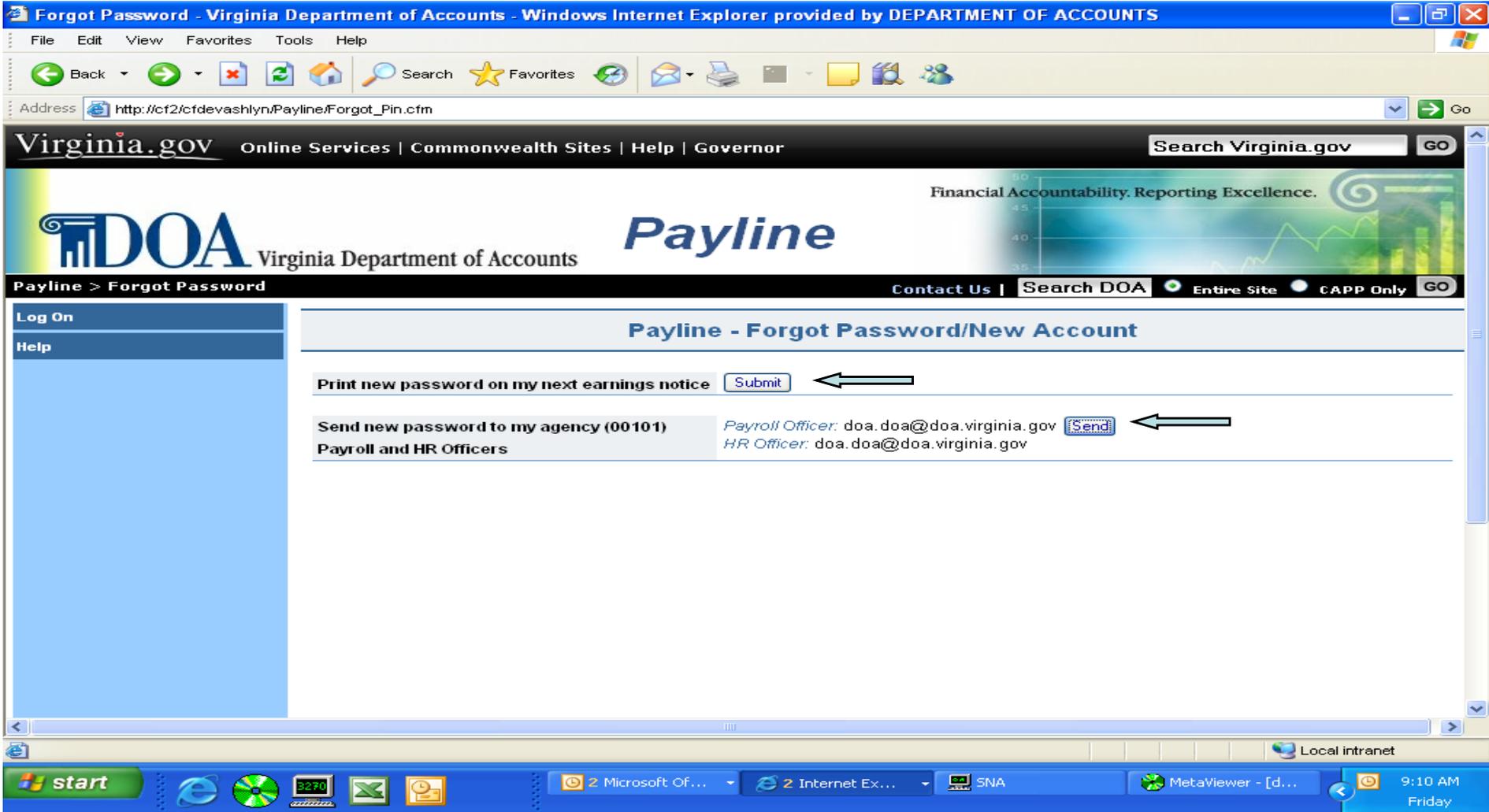
Depending on how your agency is set up to allow or disallow the printing of earnings notices, you will see one of the following options for receiving the new pin:

- » **“Print new password on my next earnings notice” only**
- » **“Print new password on my next earnings notice” or “Send new password to my agency’s human resources and payroll officers”**
- » **“Send new password to my agency’s human resource and payroll officers” only**

Where applicable, the human resources and payroll officers’ email address will appear to the right. The Pin will be forwarded to you via the employing agency’s internal procedures.

NOTE: Click on an option once it is displayed.

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The system will ask for a personal pass phrase (can be one or more words and up to 24 characters). Enter the pass phrase and click on submit. Remember this pass phrase as it is required in conjunction with your temporary password to access Payline for the first time.

Forgot Password - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Desktop Search

Address http://cf2/cfdevashlyn/Payline/Forgot_PIN.cfm?095515 Go

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

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DOA Virginia Department of Accounts Payline

Payline > Forgot Password Contact Us | Search DOA Entire Site CAPP Only GO

Log On Help

Payline - Forgot Password/New Account

Enter a personal pass phrase (any word or phrase of your choosing up to 24 characters).

Submit

You will be required to provide this pass phrase when using your temporary password to access Payline for the first time.

Done Local intranet

start 3 Micros... 2 Intern... SNA MetaView... Microsoft ... 9:53 AM Friday



How To Become A Payline Participant

If your temporary password is being printed on your earnings notice, it will be shown in the message area which is located below the perforation. Look for the message below:

**PER YOUR REQUEST, YOUR CONFIDENTIAL
TEMPORARY PAYLINE PASSWORD IS:**



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The following is an example of the email transmitted to the Human Resources and Payroll Officers. The email will subsequently be forwarded onto you.

***** THIS RESPONSE IS BEING SENT AUTOMATICALLY. PLEASE DO NOT REPLY TO THIS EMAIL *****

A confidential temporary Payline password for John Q Public (Employee Number is 009999999) of agency 00230 was requested and provided in this email.

Please forward this message to the requestor.

Temporary password is: E5BeZ2N6

The Employee Number of the requestor has been provided to aid in identifying the employee.



How To Become A Payline Participant

Once you receive your temporary password you are ready to access Payline.

- **Key the following web address on your internet browser**

<https://payline.doa.virginia.gov>

NOTE: WWW does not precede the web address



How To Become A Payline Participant

Enter your Employee ID and Temporary Password. Press Log On.

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

Address: <http://cf12QA/payline/login.cfm>

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

Search Virginia.gov GO

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DOA Virginia Department of Accounts Payline

Payline > Login Contact Us Search DOA Entire Site CAPP Only GO

Forgot Password / New Account

Contact Us

Security

Help

Welcome to Payline!!!

Your source for personal earnings, benefits and leave information.

Please enter your Employee Number or Personal ID and Password:

Employee Number or Personal ID:

Password:

Log On

If you are a first time user or have forgotten your password click the forgot password/new account button.

Unused temporary Payline passwords are deleted 90 days after issuance.

The security of your personal information is important to us!

Links....

- How to Become a Payline Participant [PDF] [PowerPoint]
- Paperless Payroll Enrollment [PDF] [PowerPoint]
- Introduction to Payline - Viewing Leave Information [PDF] [PowerPoint]
- Introduction to Payline - Viewing Payroll Information [PDF] [PowerPoint]
- Payline FAQ's
- Payline Manuals and Forms

Local intranet



How To Become A Payline Participant

Enter the pass phrase you entered when requesting the temporary password. Press the submit button. If you cannot remember the pass phrase, you can request a new temporary password.

Forgot Password - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

Address <http://cf12/cfdevashlyn.Payline/Login2.cfm?FreshPage=104001>

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

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DOA Virginia Department of Accounts Payline

Payline > Forgot Password Contact Us | Search DOA Entire Site CAPP Only GO

Log On
Help

Payline - Forgot Password/New Account

Please enter the following information:

Pass phrase:

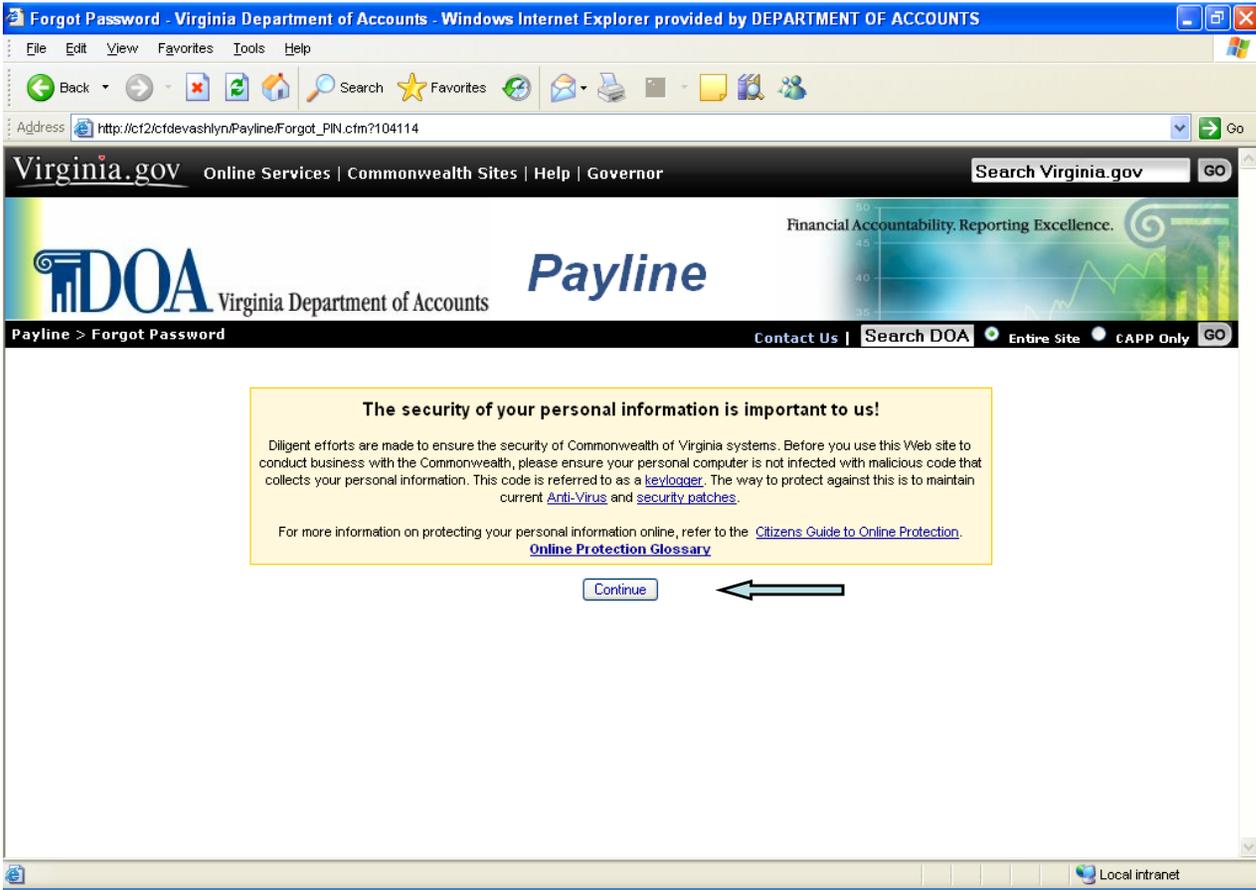
OR

I would like a new password assigned

Done Local intranet

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Security information will be presented for you to read. Click on continue.





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The Payline Personal Options page will be displayed for you to complete. You will be required to change your password and answer challenge questions at this point. DOA strongly encourages employees to input at least one email address, a hint, and opt out of receiving earnings notice print (if agency has not done so). You will also have the option to suppress display of your W-2s. Click on submit once all desired fields are completed.

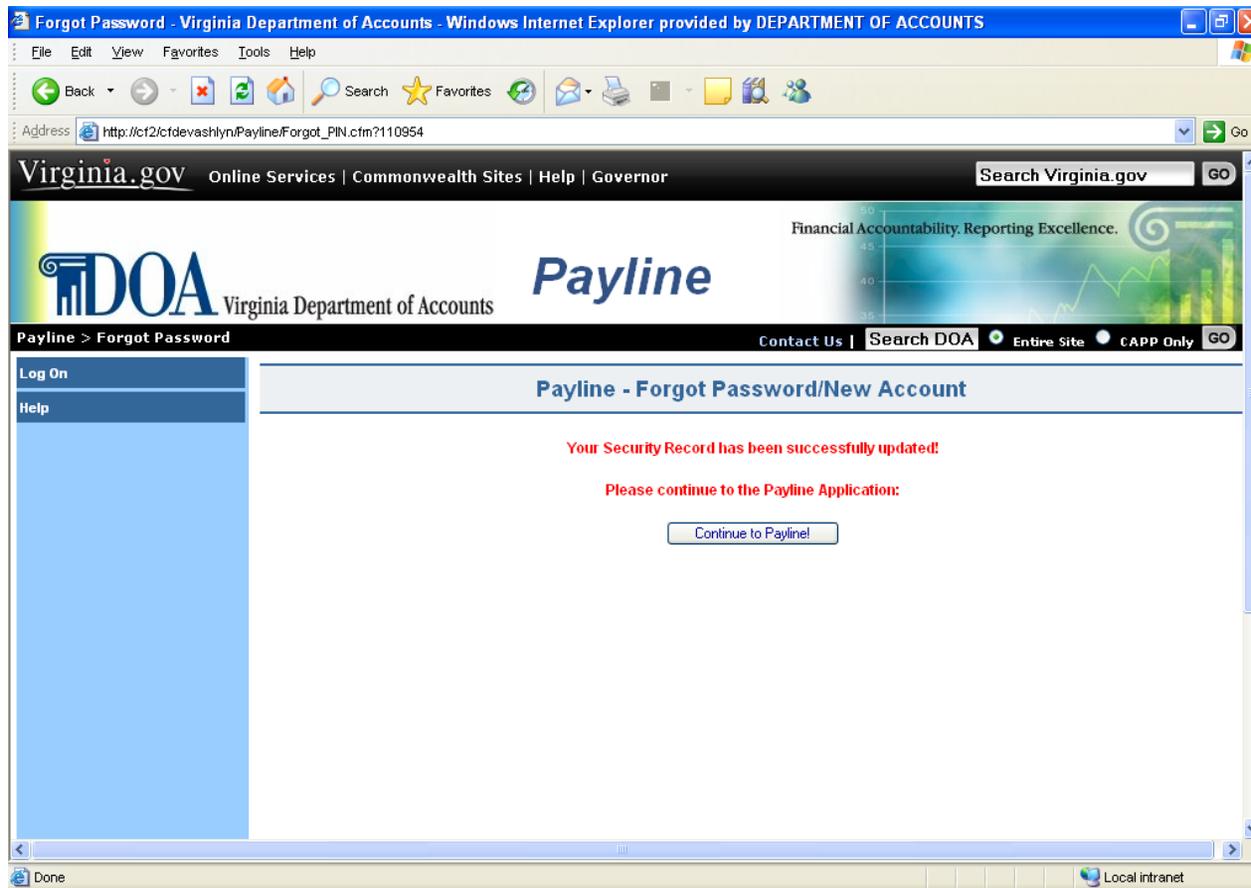
Password Criteria:

- 1) be at least eight characters in length
- 2) utilize at least three of the following four:
 - special characters: (\$! @ { } & ~ + ? []),
 - upper case alphabetical characters (A - Z),
 - lower case alphabetical characters (a - z),
 - numerical characters (0-9),
- 3) not contain spaces
- 4) not match assigned temporary password
- 5) not match last 24 passwords



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You will receive a message confirming your security record has been updated. Press 'Continue to Payline' to enjoy the benefits of using Payline for Payroll, Benefits and Leave Information.





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Review the following power point presentations for details on navigation, information available, and how to request changes within Payline.

- **Paperless Payroll Enrollment**
- **Introduction to Payline – Viewing Leave Information**
- **Introduction to Payline – Viewing Payroll Information**