

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



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Enter either your Employee ID or Personal ID/SSN in the corresponding boxes and click on **Forgot Password/New Account**

NOTE: only SSN can be entered in “Personal ID or SSN” until you are an active participant.

Login - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

Address: http://cf2/QA/payline/login.cfm

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

DOA Virginia Department of Accounts

Payline

Financial Accountability. Reporting Excellence.

Payline > Login

Log On
 Forgot Password / New Account
 Contact Us
 Security
 FAQ's
 Help

Welcome to Payline.

Your source for personal earnings, benefits and leave information.

Please enter either your Employee Number, SSN or Payline Personal ID and your password:

Employee Number: OR Personal ID or SSN:

Password:

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.
 Permanent passwords will be deleted if Payline is not accessed within 180 days.

You can use Payline if your agency processes payroll using CIPPS.
 If you are not sure, contact your agency payroll department.

Local intranet



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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 payroll officer”**
- **“Send new password to my agency payroll officer” only**

Where applicable, the payroll officer’s 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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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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Once you receive your temporary password you are ready to access Payline.

Review the “Introduction to Payline” powerpoint presentation for details on logging on, requesting future pins and navigation within Payline.