How To Become A Payline Participant
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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
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.
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.
Method 2:
Click on the Forgot Password/New Account Button, and Payline will display a screen to allow entry of the Employee ID Number.
Enter your Employee ID Number and click on Submit.
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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’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.
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.
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:
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 0099999999) 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.
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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
Enter your Employee ID and Temporary Password. Press Log On.
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.
Security information will be presented for you to read. Click on continue.
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
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.
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