

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

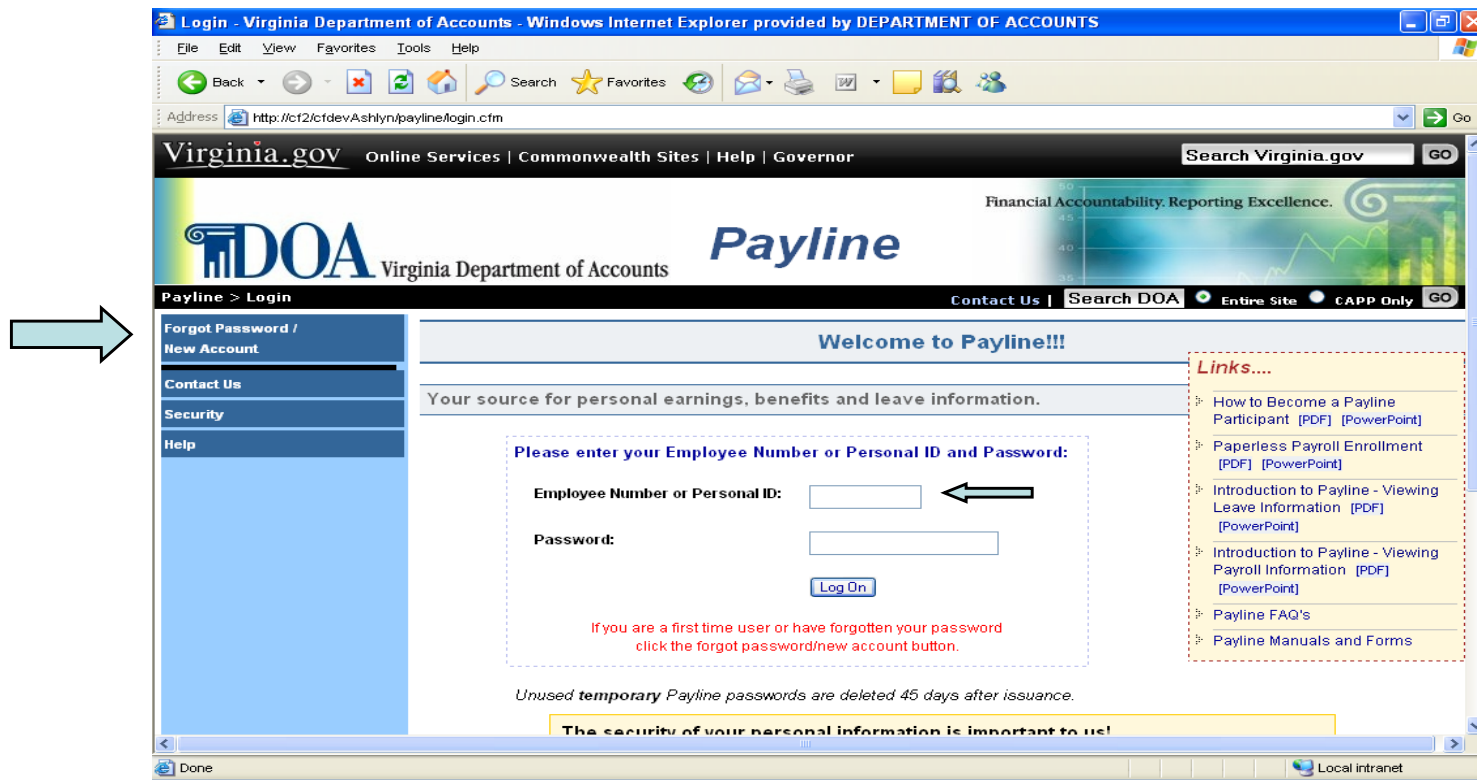
NOTE: A temporary password cannot be issued until you have been paid.

How To Become A Payline Participant

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 - Virginia Department of Accounts' page in a Windows Internet Explorer browser. The address bar shows 'http://cf2/cfdev/Ashlyn/payline/login.cfm'. The page header includes 'Virginia.gov' and 'Online Services | Commonwealth Sites | Help | Governor'. The main header features the 'DOA Virginia Department of Accounts' logo and the 'Payline' title. A sidebar on the left contains links: 'Forgot Password / New Account', 'Contact Us', 'Security', and 'Help'. The main content area is titled 'Welcome to Payline!!!' and includes the text 'Your source for personal earnings, benefits and leave information.' Below this is a login form with the heading 'Please enter your Employee Number or Personal ID and Password:'. The form has two input fields: 'Employee Number or Personal ID:' and 'Password:'. A 'Log On' button is located below the password field. A red message states: 'If you are a first time user or have forgotten your password click the forgot password/new account button.' At the bottom, a note says 'Unused temporary Payline passwords are deleted 45 days after issuance.' and a security warning reads 'The security of your personal information is important to us!'. A 'Links....' section on the right lists various resources like 'How to Become a Payline Participant', 'Paperless Payroll Enrollment', and 'Payline FAQ's'.

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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 a web browser window titled "Login - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows "http://cf2/cfdev/Ashlyn/payline/login.cfm". The page header includes "Virginia.gov" and "Online Services | Commonwealth Sites | Help | Governor". The main header features the "DOA" logo and the word "Payline". A green arrow points to the "Forgot Password / New Account" link in the left sidebar. The main content area displays "Welcome to Payline!!!" and "Your source for personal earnings, benefits and leave information." Below this is a login form with the heading "Please enter your Employee Number or Personal ID and Password:". The form includes fields for "Employee Number or Personal ID:" and "Password:", a "Log On" button, and a red message: "If you are a first time user or have forgotten your password click the forgot password/new account button." A sidebar on the right titled "Links...." contains links to "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", and "Payline Manuals and Forms".

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Enter your Employee ID Number and click on Submit.

The screenshot shows a Windows Internet Explorer browser window with the title "Forgot Password - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows the URL "http://cf2/cfdevashlyn/Payline/Forgot_PIN.cfm?012945". The page features the Virginia.gov header with navigation links for "Online Services", "Commonwealth Sites", "Help", and "Governor". The main content area displays the DOA logo and the "Payline" title. Below this, a navigation bar includes "Payline > Forgot Password", "Contact Us", "Search DOA", and radio buttons for "Entire Site" and "CAPP Only". A left sidebar contains "Log On" and "Help" links. The main form area is titled "Payline - Forgot Password/New Account" and contains the instruction: "Please enter your Employee Number (must be 9 digits) or Payline Personal ID (must be 5-8 characters):". Below this instruction is a text input field labeled "Employee Number or Payline Personal ID:" and a "Submit" button. A black arrow points to the "Submit" button. The status bar at the bottom indicates "Done" and "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’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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Forgot Password - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS

File Edit View Favorites Tools Help

Address http://cf2/cfdevashlyn/Payline/Forgot_Pin.cfm Go

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

DOA Virginia Department of Accounts *Payline* Financial Accountability. Reporting Excellence.

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

Log On
Help

Payline - Forgot Password/New Account

Print new password on my next earnings notice ←

Send new password to my agency (00101) Payroll and HR Officers ←
Payroll Officer: doa.doa@doa.virginia.gov
HR Officer: doa.doa@doa.virginia.gov

start 2 Microsoft Of... 2 Internet Ex... SNA MetaViewer - [d... 9:10 AM Friday

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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.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Forgot Password' page of the Virginia Department of Accounts Payline system. The browser's address bar shows the URL: http://cf12/cfdevashlyn/Payline/Forgot_PIN.cfm?095515. The page header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, and a search bar. The main content area features the DOA logo and the 'Payline' title. Below this, a navigation bar shows 'Payline > Forgot Password' and links for Contact Us, Search DOA, Entire Site, and CAPP Only. The main form area is titled 'Payline - Forgot Password/New Account' and contains the instruction: 'Enter a personal pass phrase (any word or phrase of your choosing up to 24 characters)'. There is a text input field and a 'Submit' button. A red note below the form states: 'You will be required to provide this pass phrase when using your temporary password to access Payline for the first time.' A green arrow points to the 'Submit' button. The browser's status bar at the bottom shows 'Done' and 'Local intranet'. The Windows taskbar at the very bottom displays the start button, several application icons, and the system clock showing 9:53 AM on Friday.



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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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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.



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Once you receive you 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

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

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

File Edit View Favorites Tools Help

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

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

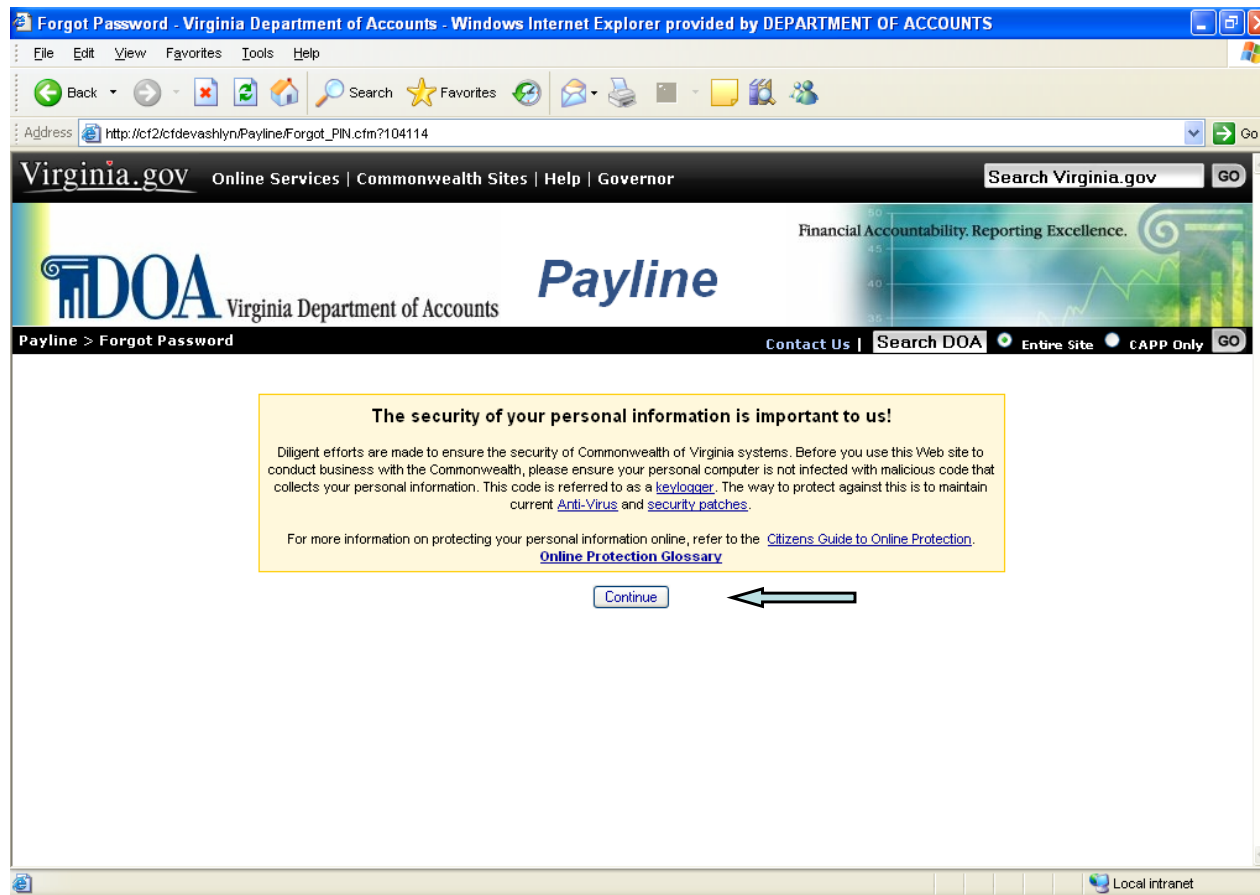
How To Become A Payline Participant

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.

The screenshot shows a Windows Internet Explorer browser window titled "Forgot Password - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows the URL: <http://cf12/cfdevashlyn/Payline/Login2.cfm?FreshPage=104001>. The page header includes the Virginia.gov logo, navigation links (Online Services, Commonwealth Sites, Help, Governor), a search bar, and the DOA logo with the tagline "Financial Accountability. Reporting Excellence." and the word "Payline". The main content area is titled "Payline - Forgot Password/New Account". It contains a form with the instruction "Please enter the following information:". There are two input fields: "Pass phrase:" with the text "richmond" entered, and a "Submit" button. A green arrow points to the "Submit" button. Below this, there is an "OR" section with the text "I would like a new password assigned" and another "Submit" button. The browser's status bar at the bottom shows "Done" and "Local intranet".

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



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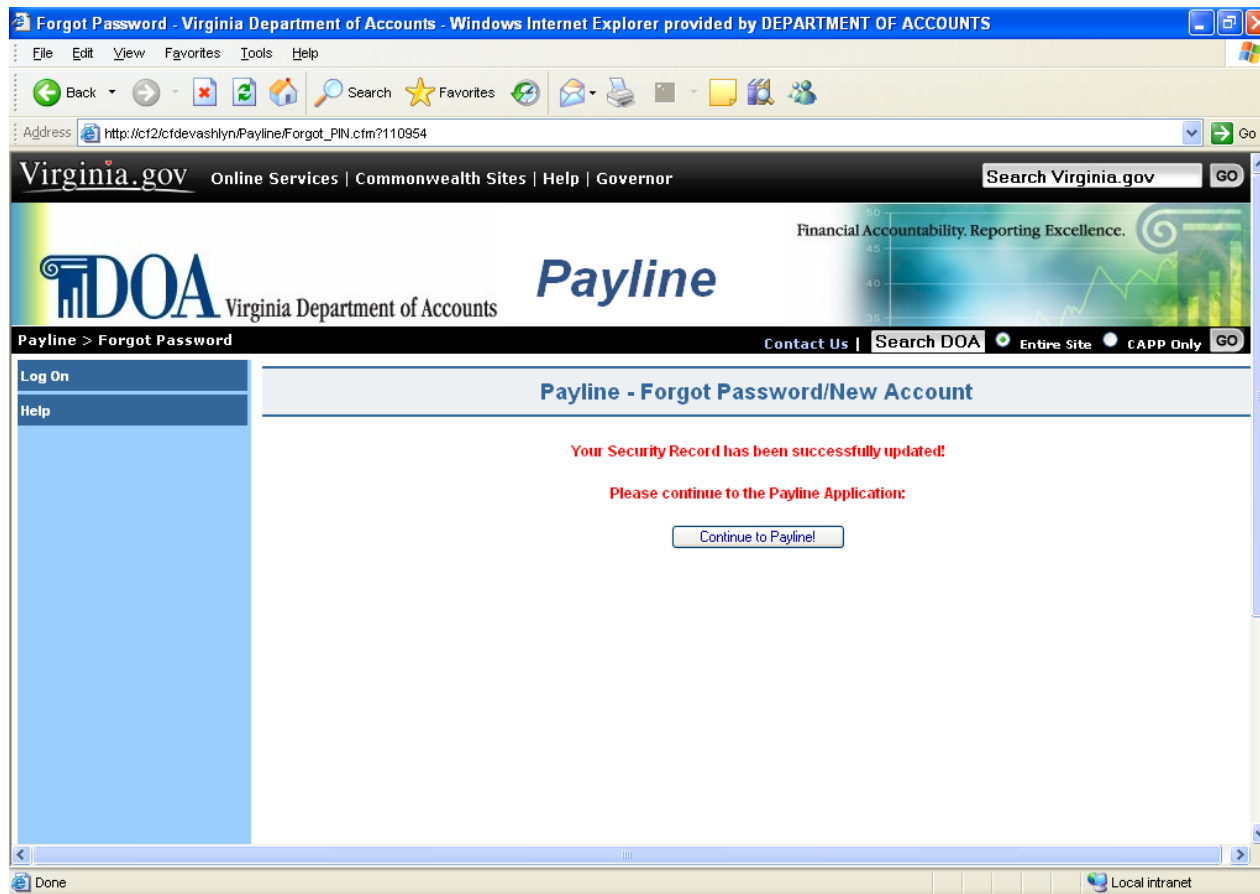
The Payline Personal Options page will be displayed for you to complete. You will be required to change your password and answer challenge questions at this point. DOA strongly encourages employees to input at least one email address, a hint, and opt out of receiving earnings notice print (if agency 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**