

# Personal Options Page

For making changes on your  
Personal Options Page



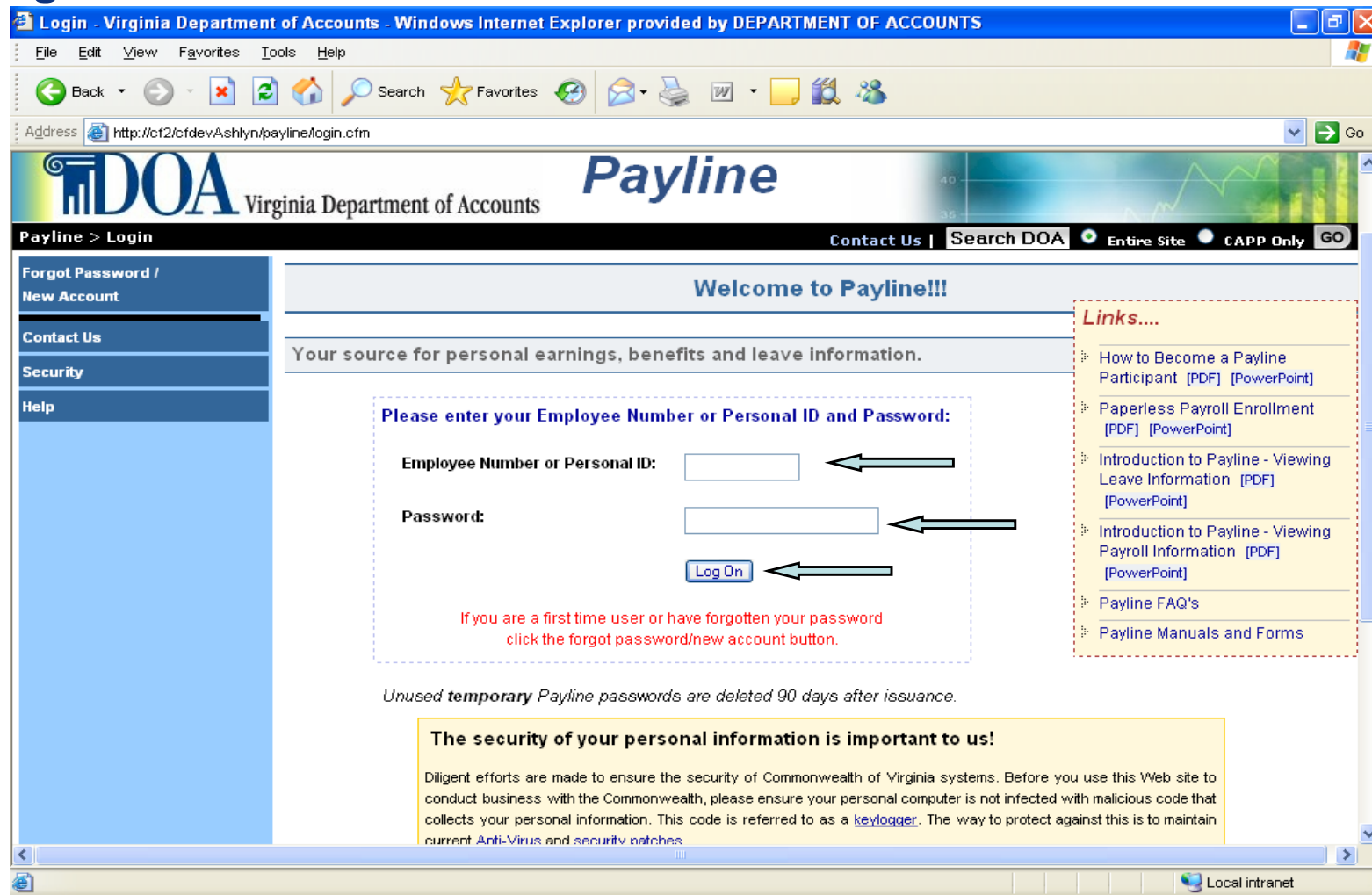
Virginia Department of Accounts

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.

# Personal Options Page

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



**Login - 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 New Window New Tab

Address <http://cf2/cfdevAshlyn/payline/login.cfm> Go

**DOA** Virginia Department of Accounts **Payline**

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

**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:

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

**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

Unused temporary Payline passwords are deleted 90 days after issuance.

**The security of your personal information is important to us!**

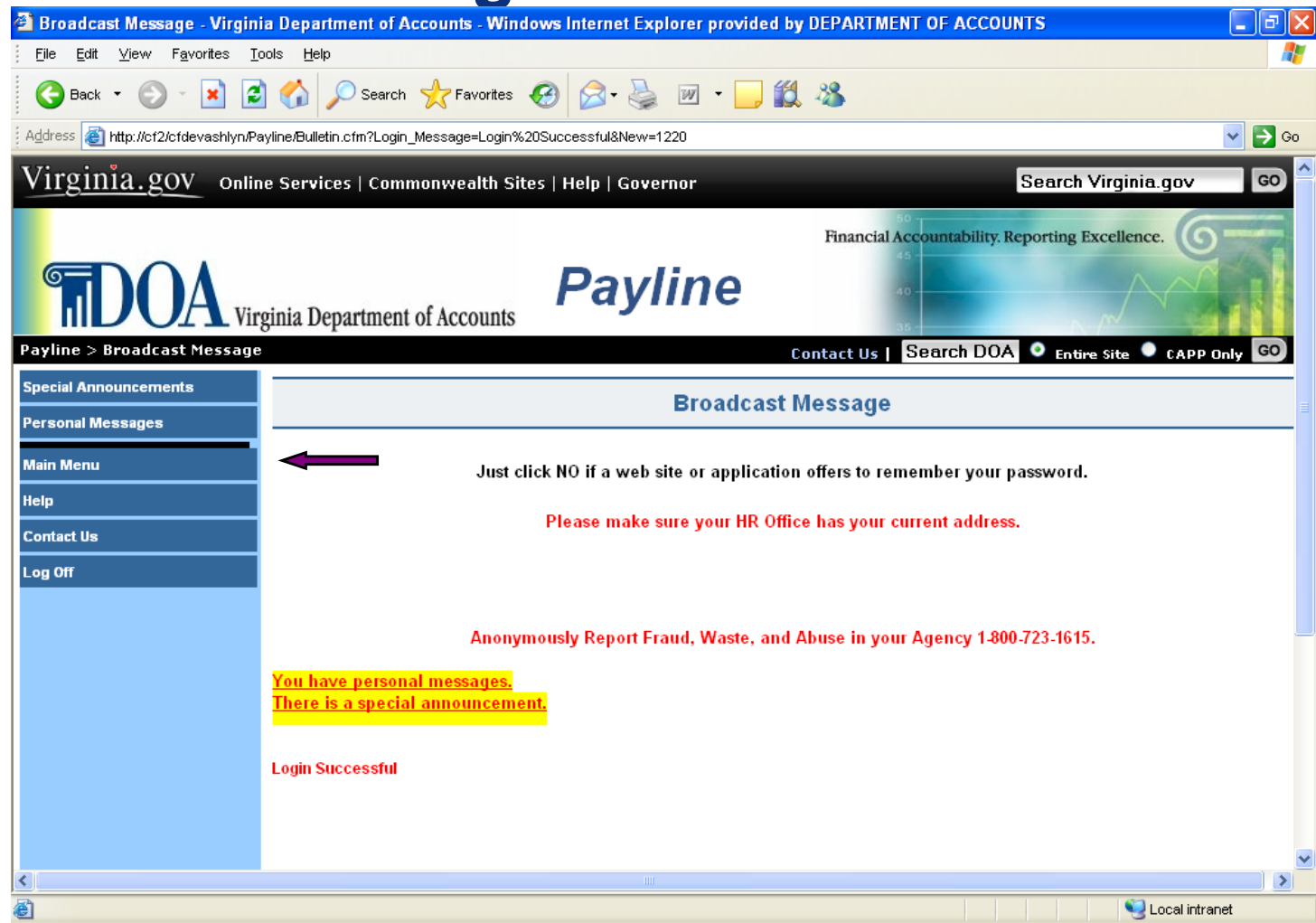
Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use this Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a [keylogger](#). The way to protect against this is to maintain current Anti-Virus and security patches.

Local intranet



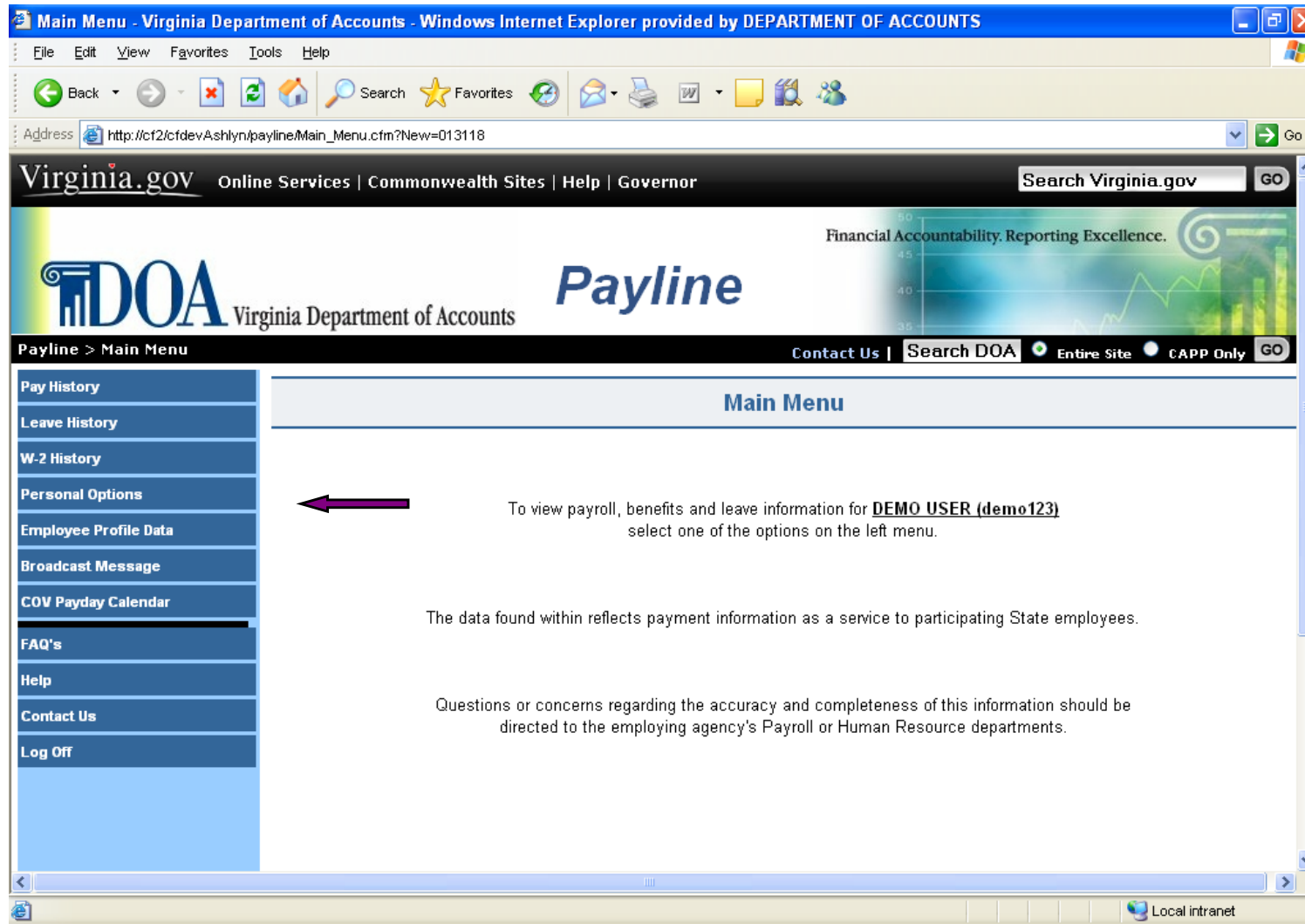
# Personal Options Page

## Go to Main Menu Page



# Personal Options Page

## Select Personal Options



The screenshot shows a web browser window titled "Main Menu - Virginia Department of Accounts - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The address bar shows the URL: [http://cf2/cfdevAshlyn/payline/Main\\_Menu.cfm?New=013118](http://cf2/cfdevAshlyn/payline/Main_Menu.cfm?New=013118). The page header includes the Virginia.gov logo, navigation links (Online Services, Commonwealth Sites, Help, Governor), and a search bar. The main content area is titled "Payline" and "Main Menu". A left sidebar contains a list of options: Pay History, Leave History, W-2 History, Personal Options, Employee Profile Data, Broadcast Message, COV Payday Calendar, FAQ's, Help, Contact Us, and Log Off. A purple arrow points to the "Personal Options" link. The main content area contains the following text:

To view payroll, benefits and leave information for **DEMO USER (demo123)** select one of the options on the left menu.

The data found within reflects payment information as a service to participating State employees.

Questions or concerns regarding the accuracy and completeness of this information should be directed to the employing agency's Payroll or Human Resource departments.

# Personal Options Page

## Click on Edit Personal Options

Personal Options - 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

Address [http://cf2/cfdevAshlyn/payline/Personal\\_Options.cfm?New=013120](http://cf2/cfdevAshlyn/payline/Personal_Options.cfm?New=013120) Go

**Main Menu**

- Help
- Contact Us
- Log Off

**View Personal Options**

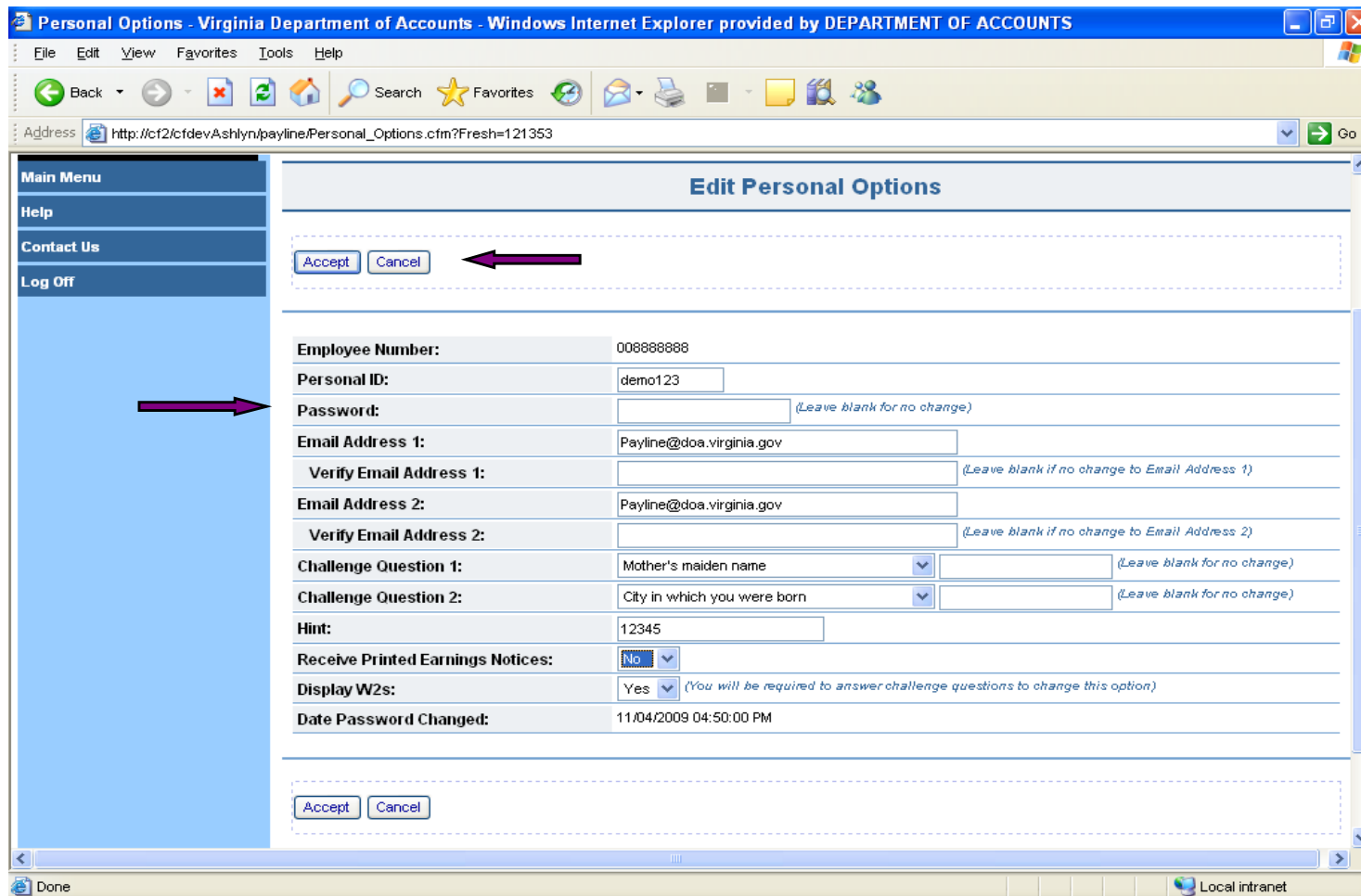
[Edit Personal Options](#)

<b>Employee Number:</b>	008888888
<b>Personal ID:</b>	demo123
<b>Password:</b>	*****
<b>Email Address 1:</b>	Payline@doa.virginia.gov
<b>Email Address 2:</b>	Payline@doa.virginia.gov
<b>Challenge Question 1:</b>	Mother's maiden name
<b>Challenge Question 2:</b>	City in which you were born
<b>Hint:</b>	Leewee1241
<b>Receive Printed Earnings Notices:</b>	No
<b>Display W2s:</b>	Yes
<b>Date Password Changed:</b>	11/16/2009 10:52:00 AM
<b>Date Last Updated:</b>	11/11/2009 11:33:00 AM

Local intranet

# Personal Options Page

Place your cursor in the field you wish to update, and enter the new information. And click on **ACCEPT**.



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

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://cf12/cfdevAshlyn/payline/Personal\\_Options.cfm?Fresh=121353](http://cf12/cfdevAshlyn/payline/Personal_Options.cfm?Fresh=121353) Go

**Main Menu**  
**Help**  
**Contact Us**  
**Log Off**

**Edit Personal Options**

Accept Cancel

Employee Number: 00888888

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

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

Done Local intranet

# Personal Options Page

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

Personal Options - 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 Address Book Favorites

Address [http://cf2/cfdevAshlyn/payline/Personal\\_Options.cfm?Fresh=120945](http://cf2/cfdevAshlyn/payline/Personal_Options.cfm?Fresh=120945) Go

**DOA** Virginia Department of Accounts **Payline**

Payline > Main Menu > Personal Options Contact Us | Search DOA | Entire Site | CAPP Only GO

**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

Done Local intranet