Virginia Department of Accounts

Photo by Karl Steinbrenner

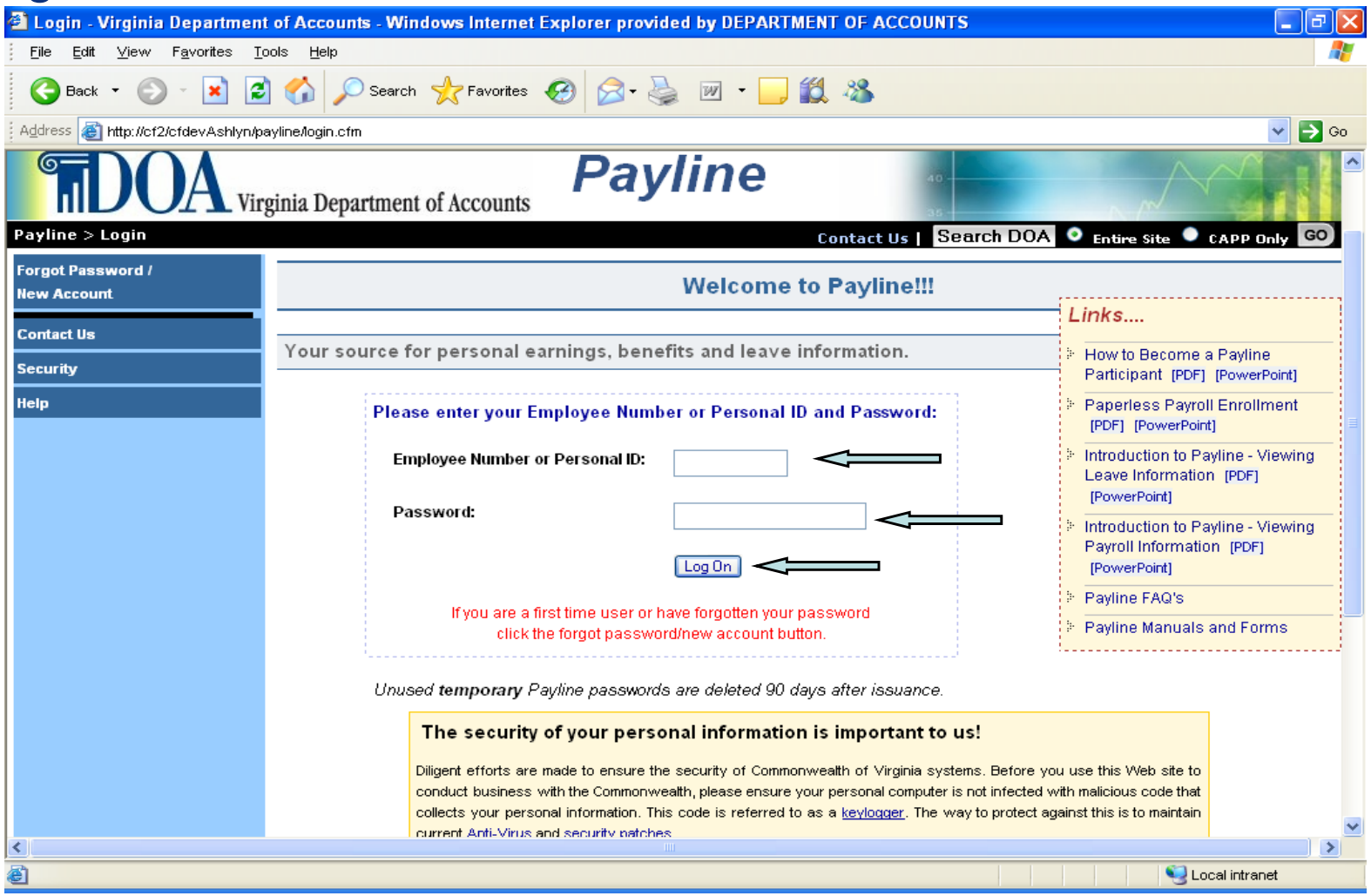
Personal Options Page

For making changes on your Personal Options Page

Financial Accountability. Reporting Excellence.

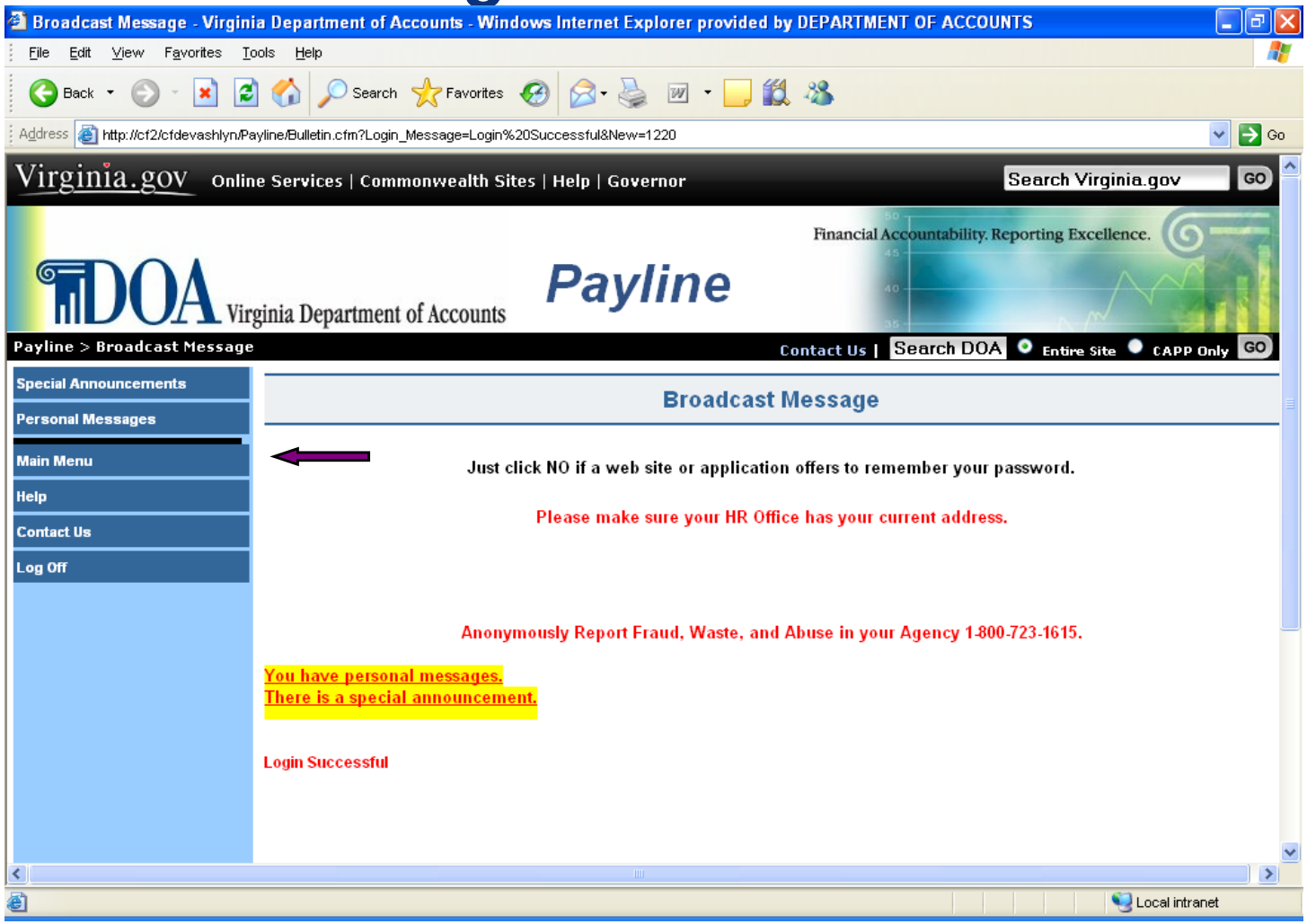
Personal Options Page

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



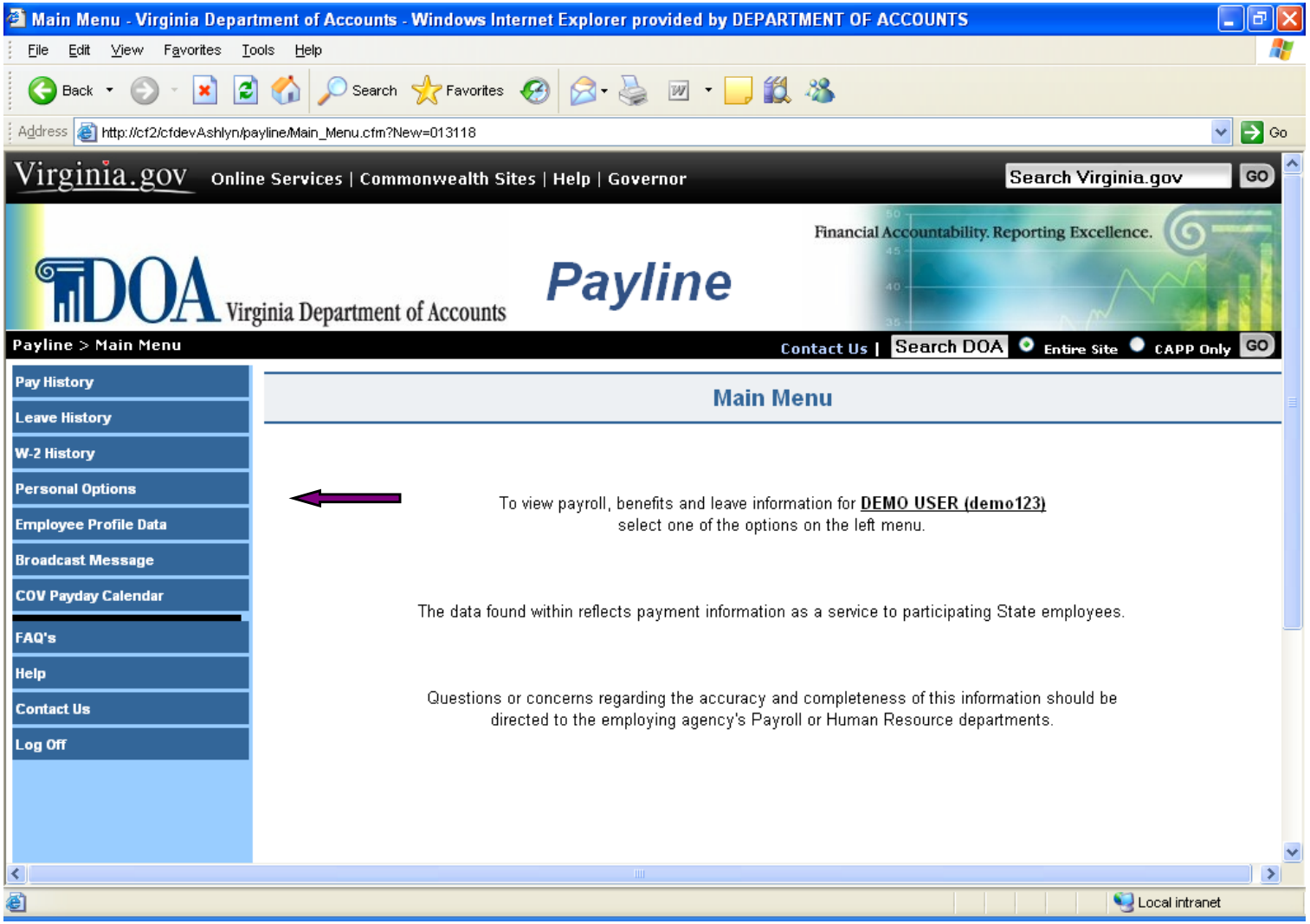
Personal Options Page

Go to Main Menu Page



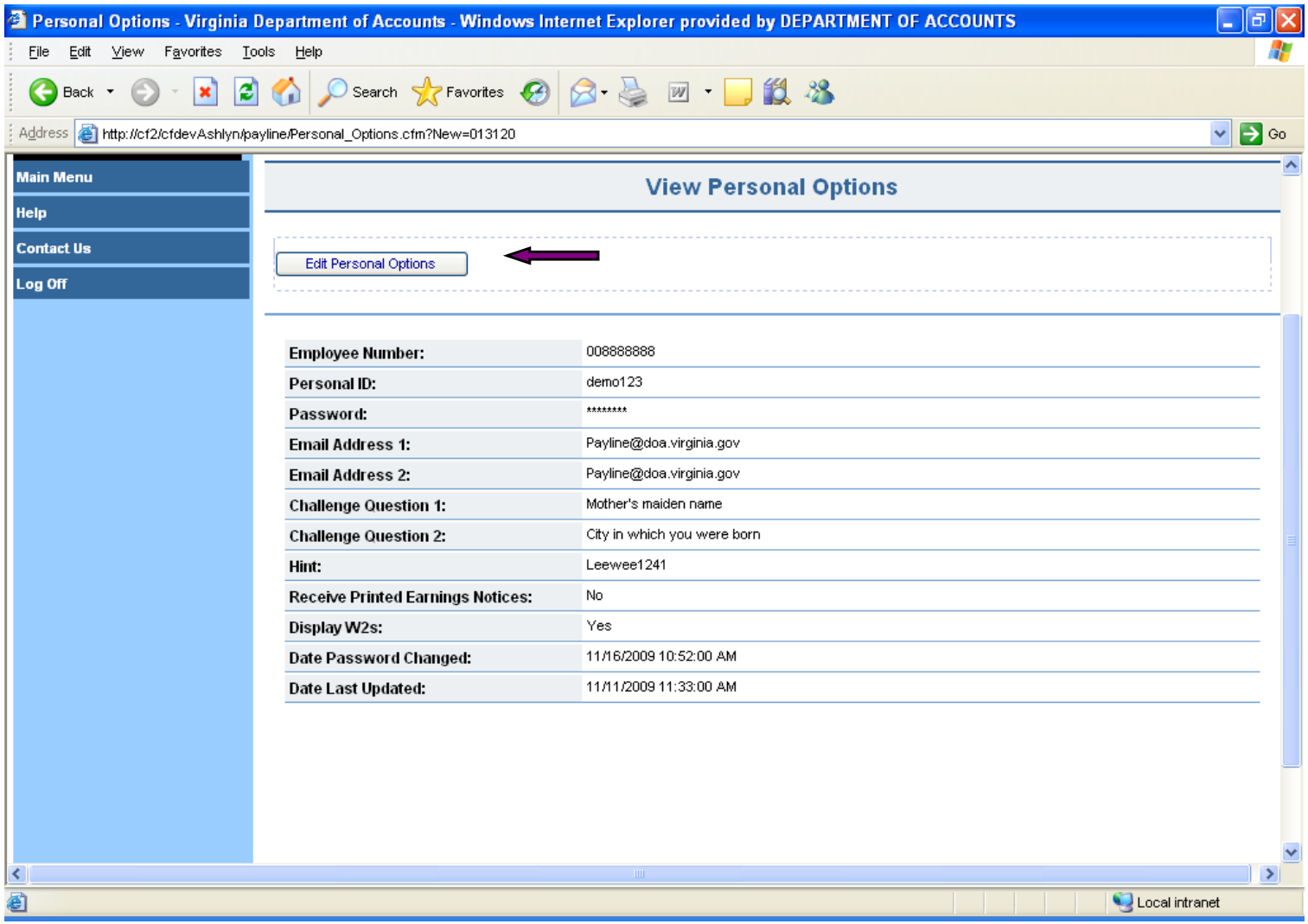
Personal Options Page

Select Personal Options



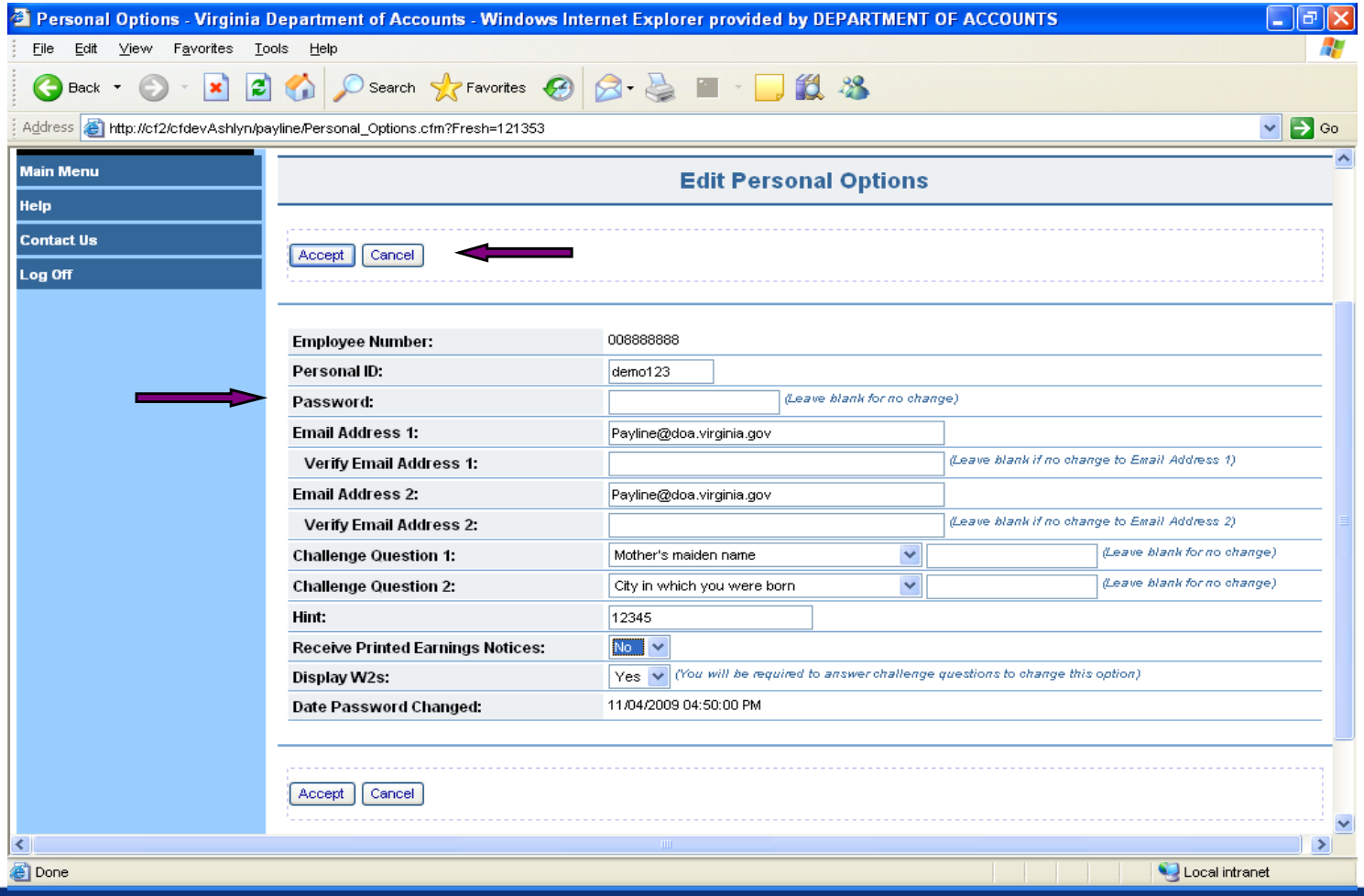
Personal Options Page

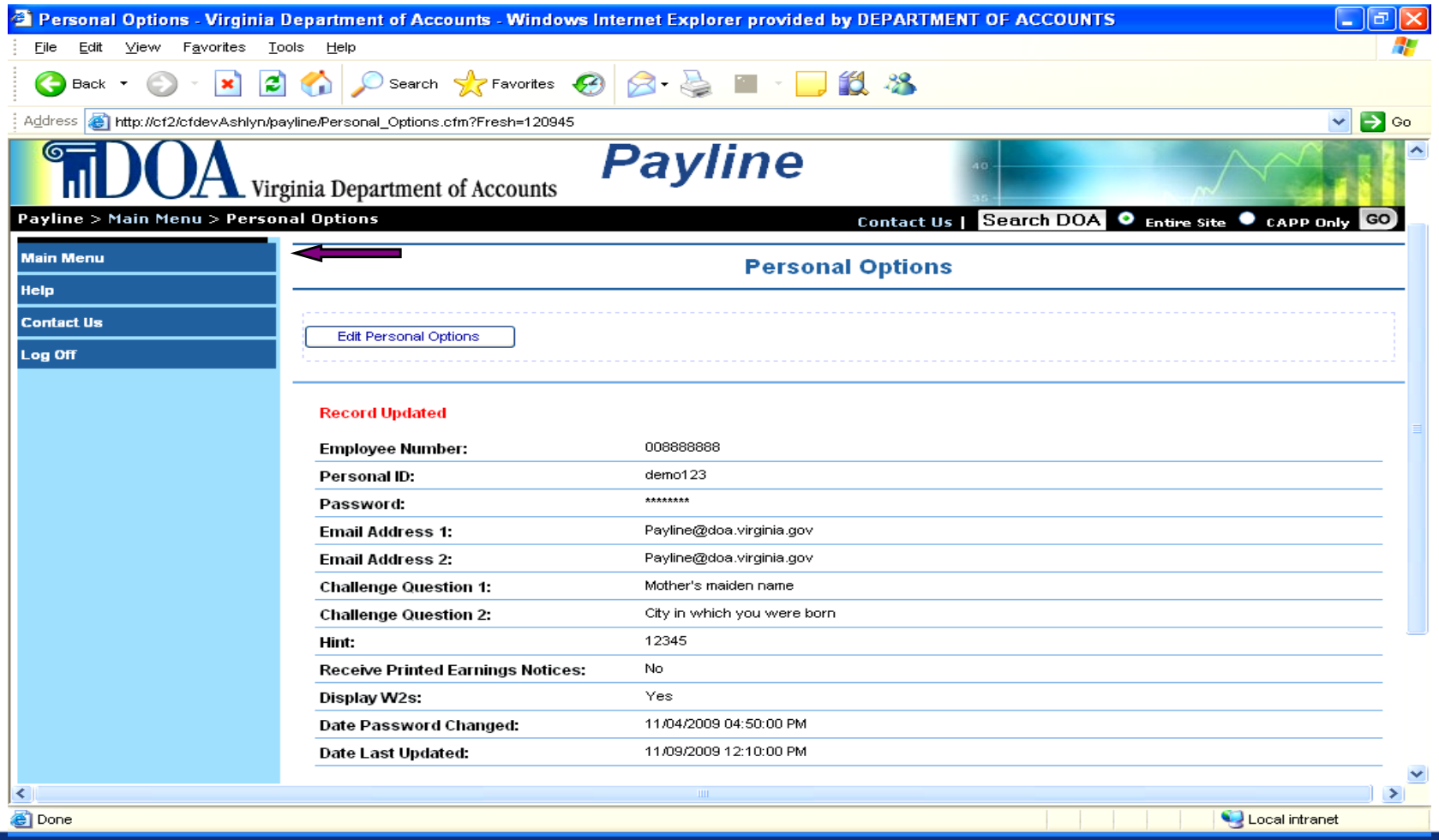
Click on Edit Personal Options



Personal Options Page

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



Personal Options Page

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