



FINANCE DEPARTMENT  
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### **Receive your Direct Deposit Statement Online with your W-2**

The City will be offering a new service beginning July 1, 2010 that will replace your paper Direct Deposit Statement. The benefits of this service are:

- Earlier access to your Statement vs. interoffice mail. (Up to two days earlier)
- Receive your paystub from any location with an internet connection (24 hours a day / 7 days a week).
- Save and Reprint your Statement as needed in the future. (This is useful for home loans and refinancing.)
- Choice of printing or simply viewing your statement online.

We believe you will appreciate this innovative way of viewing and printing your Direct Deposit statement anytime night or day. Where employees do not have a personal computer, a kiosk will be available for access during working hours to view or print your paystub. You may log in and try it out before July 1. If you have any questions please feel free to contact this office.

#### **Here is how you access your online Pay Statement:**

1. Once on the internet, go to the web address: <https://www.atsprintfreedom.com>
2. Enter your Access ID, User Name and Password.  
**Access ID:** 10234  
**Username:** Your Employee Number (can be found on your paystub)  
**Password:** XXXX (The last four digits of your SSN)
3. You will be prompted to change your password. Please write it down and keep it in a safe place. You will need the password every week to retrieve your paystub. This will be the same password you will use for your W-2.
4. Select "MyPayStub" to view or print your Pay Stub.
5. Enter the last 4 digits of your SSN to open your Pay Stub PDF