

**STEPS TO ACCESS YOUR PAYSTUB AND W-2
WE SUGGEST PRINTING THESE INSTRUCTIONS OUT**

1. Go to www.humanix.com
2. Select "Employee Center"
3. On **left** side select "Pay Stub and W-2 Access"
4. Select "[Access Pay-stub and W-2's here](#)" under the informational paragraph



5. If you **previously set up** a Username and password to look at your paystubs or W-2, enter the information here.
6. If you have **not set up** a Username and Password, click on "Don't have a card account? Sign up now":
 - If you have a Cash Card, click on "Yes" or, if you use Direct Deposit, click on "No".
 - Enter your first name, if you registered with Humanix using your middle initial, include it in this field, last name, social security number and company name: **Humanix Corporation**. The Unique ID is your social security number with no dashes. (If you get "Invalid Credentials," call the Global phone number below.)
 - Once accepted, this will take you to a screen where you are asked to set up a new Username, Password, and answer a few security questions.
 - Once you receive a successful setup message, click "Login" and enter this Username and Password.
 - At your personal page, see tabs at the top for both paystubs and W-2's.
 - Print or save to a file from here.
7. If you have **forgotten** your Username and/or Password, either try re-setting your password or call Global at this toll free number and they will help you re-set them. **1-866-395-9200** (**pressoption #7**)