



INSTRUCTIONS: HOW TO PULL CHECK STUBS

Access your check stubs by going to the Agency's web page:
[\[www.maconbibbeoc.com\]](http://www.maconbibbeoc.com). Click on the word
“**Employees**” in the upper right-hand corner of the screen.

Once there, you will see the following three fields:

- 1) Your **EMPLOYEE NUMBER** is a 4-digit number that can be found on your check stub. If you do not have your check stub, please contact the Payroll Department for your Employee Number. Record your Employee Number here: _____.
- 2) Your **PASSWORD** to sign onto the system for the first time is the last **6** digits of your Social Security number. This password is only temporary as you will change it once you have successfully logged in.
- 3) The **CLIENT CODE** will be **M A C O 0 0 0 1**. (M A C O are capitalized **letters** followed by three zeros (0's) and the number one (1)).

Once you have completed those three fields, click **Login**. The next screen to appear should prompt you to change your temporary password, which is currently the last six digits on your Social Security number. Your new password should follow the guidelines below:

- **Your new password** must be between 6 to 30 characters long and should contain letters, numbers and at least one of the following special characters:
(~ ! @ # \$ % ^ * () _ + =). Once you have chosen your new password and it has been accepted by the system, click **Save**. Write password down for future reference.

The system will now prompt you to re-enter your new password you created. Once you have securely logged in, you can access your check stubs by clicking on the **Compensation** tab and then **Pay Checks**. All your stubs dating back to January 2015 can be accessed. To open a full view of your check stub, please click on the **BLUE** square next to the desired paycheck date.

Please Note: *If you ever forget your password, please contact Payroll immediately for a password reset. Your password will be reset back to the last **6 digits** of your social security number (SSN). This website may not be fully compatible on smartphones devices.*