



# Access Pay Stubs and W-2s Online!

Your Employee Self-Service Account in two easy steps

1. You will receive a registration email from *The Ahola Corporation* ([ahola@mysolved.com](mailto:ahola@mysolved.com)) with a link to activate your account;



2. Register your account within 72 hours of receipt of the email;
  - a. Your Authorization Code is the last four digits of your SSN ;
  - b. Your password must be a minimum of 12 characters in length and contain at least one uppercase and one lowercase letter, at least one number and at least one special character [!@#\$\$%^&\*()];
  - c. Select a challenge question and provide an answer;
  - d. Click Continue.

**Didn't receive the registration email?**

Check your spam or junk folder. Contact your company's payroll administrator if you still don't see this email. The email will be sent to the email you have provided to your company's payroll administrator and could be a work or personal email.

The screenshot shows the Ahola Employee Self-Service portal. On the left is a gray navigation menu with 'EMPLOYEE SELF SERVICE' selected, containing 'Employee Welcome', 'Pay History', and 'W2/ACA/1099 Forms'. The main content area is titled 'Welcome back Jennifer' and includes a profile picture of Jennifer Davenport. Below the profile are sections for 'MY PROFILE' (listing name, sales type, length of service, and anniversary), 'NOTIFICATIONS' (Important Company Messages), 'MY PAY' (table with columns for date and amount), 'MY HUMAN RESOURCE CONTACTS' (listing Edith Hoover), and 'MY BENEFITS' (listing 401(k) Plan, Short Term Disability, and Long Term Disability).

	6/3/2016	5/20/2016
Check Number	V869211	V859077
Gross Pay		
Net Pay		
Direct Deposit		

When you login, access your Pay History and W-2s from the gray menu bar on the left.  
Login to your account in the future at [www.aholawebpr.com](http://www.aholawebpr.com).