

# Employee User Guide



## Activating Your Account:

Welcome to Dominion Payroll! You should receive an activation email like the one below:

dominionpayroll@myisolved.com	May 12 (4 days ago) 😭 🔺
ito me 👻	
New Self Service User:	
Welcome to Dominion Payroll Services. Below are your login cr used. To access your payroll information through Dominion Pay	
https://dominionpayroll.net//AuthenticateUser.aspx?ticket=7364	0a8d-d513-4174-8287-ef68c288c7e5&eid=250850&peid=&
In order to activate your account, you will need to provide the	following information on the activation form:
Authorization Code/Pin (This will be the last 4 digits of your SS	N)
User name: testemployeekr@gmail.com	
Client Code:	

To activate your account:

- 1. Click on the link in the email\*
- 2. Enter your Authorization Code (the last 4 digits of your Social Security Number)
- 3. Set a password following the given requirements
- 4. Select and answer a Security Challenge Question
- 5. Click Continue

\*Note: the link in the Activation Email expires after 72 hours. If you are unable to activate your account within the 72-hour window, please contact your Payroll Administrator to have them send a new Activation Email.



## Logging into Your Account:

Once you've activated your account, you can login at any time by going to <u>www.dominionpayroll.net</u>.

	Solved
	Sign in
	Username
	Password
	Login
	Secure Cloud Logon Forgot Password?
	ch)
D	ominion Payroll <sup>™</sup>

Username: your email address

Password: the one you created when you activated your account

#### If you are unable to login:

Click the "Forgot Password?" link below the login screen. This will send a link to your email to reset your password. If you're still unable to login, contact your Payroll Administrator.



### Viewing Your Pay Stubs:

From the menu on the left, select "Pay History". You can now select the pay date for which you want to see the pay stub.

Select "View/Print Pay Stub" in order to download or print a PDF of your pay stub.

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## Setting Up the Mobile App:

- Download the "iSolved | Go" mobile app from your app store
- 2. Once the app is open, **select the Gear Icon** on the login page
- 3. Enter "dominionpayroll" in the Network Partner ID field and click Save. (You'll only have to do this once to setup the account).
- To log into the app, you will use your same login credentials that you use for www.dominionpayroll.net.\*

\*Note: You must activate your account following the instructions on Page 2 BEFORE accessing iSolved | Go.

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Solved G9	
User Name	
Password	
Remember me	
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	8.0



**iSolved HCM** – allows you to view your paystubs and request time off (if applicable)

**iSolved Time** – allows you to view your Time Card (if applicable)

## Contact your Payroll Administrator for any other questions.