

TO: All Uniprop Employees
RE: Data Management Payroll Services

Dear Uniprop Employees:

Since 2010, Uniprop requires all employees to use direct deposit for paychecks. In order to view your pay stub, you must enroll online for payroll services. See next page for instructions on how to sign up for payroll services and how to view your pay stub once enrolled.

NOTE: You must have a valid email address to validate enrollment. If you do not have a personal email address, please sign up for a free email account (i.e., gmail, AOL, yahoo) before enrolling.

IMPORTANT: One enrolled online, you get three (3) attempts to log into DM Payroll Services correctly. If you enter your login incorrectly three (3) times, you will get locked out of the system. The payroll company charges Uniprop \$15 to have it unlocked; therefore, \$15 will be deducted from your paycheck to cover the expense if you request it to be unlocked. To eliminate unnecessary charges to you, please complete the form at the bottom of the page and return it to your RVPs Regional Office. This form will be stored securely in your personnel file and available to you any time you need it. Keep your original in a secure place in your home.

If you have any questions, you can speak to your Manager or call your RVP. Thank you.

Data Management Payroll Services Form https://myinfo.dmpayroll.com/		Employee Name:	
DM Payroll User Name:		DM Payroll Password:	
Security Question:		Security Answer:	
Employee E-Mail Address:		E-Mail Password:	

HOW TO SIGN UP FOR DM PAYROLL SERVICES:

- write the following information on the Data Management Payroll Services Form:
 - legal name under “Employee Name”
 - the email address you are using under “Employee E-mail Address”
- go to <http://myinfo.dmpayroll.com/>
- click on "If you are a new user, click here"
- enter first name exactly as it appears on your paycheck (legal name)...tab
- enter last name exactly as it appears on your paycheck (legal name)...tab
- enter birthdate (MM/DD/YYYY)...tab
- enter last four digits of social security number...tab
- at "Question," click on drop down box (arrow) and highlight a security question...tab
 - write down the question you chose on the Data Management Payroll Services Form under “Security Question”
- enter answer to security question
 - write down the answer to your security question on the Data Management Payroll Services Form under “Security Answer”
- click "Next"
- create a User Name...tab
 - write down under “DM Payroll User Name:
- create a password...tab
- retype password to confirm...tab
 - write down under “DM Payroll Password”
- type in the email address you would like to use for this account
- click "Create User"
- you will now receive an email with instructions on how to activate your account (once activated, you can login)
- click "Continue"
- go to your email and activate account
- log in

HOW TO VIEW YOUR PAY STUB:

- go to <http://myinfo.dmpayroll.com/>
- click on "If you are an existing user, click here to login"
- enter your User Name...tab
- enter your Password
- click Login
- click “View Pay Stub”
- under “Select Check Date,” click on the arrow (the drop down box will open)
- click on the Date of the pay stub you would like to view
- click “Get Pay Stub”