



Instructions on how to view your FOKS employee check stubs online

Visit FriendsofKing.com, click the **EMPLOYEES** tab, and in the drop down menu click **VIEW STUBS**. A new page will open and you will see the page below:

The screenshot shows the Paychex eServices login interface. At the top is the Paychex eServices logo. Below it is a blue error message box that reads: "The following error has occurred: Invalid Login Credentials." Underneath the error box is the instruction: "Please enter your company ID, username and password to log in". The login form consists of three rows: "Company ID:" with two input boxes, "Username:" with one input box, and "Password:" with one input box. Below the password field is a yellow "SECURE LOGIN" button. At the bottom of the form is the Paychex logo and the copyright notice: "© 2012 Paychex, Inc. All Rights Reserved."

- ❖ **For Company ID:** If you are an employee at **MLK** enter: 0472 in the first box for "Company ID" and enter A727 in the second box. If you are an employee at **CRAIG** enter: 0472 in the first box for "Company ID" and enter N436 for the second box
- ❖ **For Username:** Enter your initial for your first name and your complete last name
- ❖ **For Password:** In all CAPS, enter your first and last initial followed by the last four digits of your social security number
- ❖ **Next:** Click "SECURE LOGIN" button