

Monthly Wage Statements

Monthly wage statements can be review. You can access your wage statement at the following link: <http://www.atsprintfreedom.com> or by clicking the My Pay Stub link on the [Employee Resources](#) page of the 4j website.

Once you have reached the **Print Freedom** site, here is how you access your online Pay Stub:

1. Enter **Eugene4j** for the Access ID, your six digit **Employee Number** for the User Name, and your **Password**
-Unless you are a first time user, your password will be whatever you changed it to at the time of your initial login.

2. Select **MyPayStub** to view your Pay Stub

3. *IMPORTANT*** To open and view your Pay Stub, when Adobe Acrobat opens always enter the last 4 digits of your social security number as the document open password.**

Instructions for First Time Users

Your Access ID, Username and Initial Password are:

Access ID: Eugene4j

Username: XXXXXX (Your six (6) digit employee number)

Password: # # # # (the last four (4) digits of your Social Security number)

You will be directed to a change password screen. Your permanent password must be at least 7 characters, and must contain at least 1 number.

Once you have completed the login process, you should **Bookmark** or **Add to your Favorites** the new URL, <http://www.atsprintfreedom.com>.

If you have any questions, please email mypaystub@4j.lane.edu for the quickest response.