Here are the instructions on how to create a KeyStaff Portal and view your Paystub Online.

Accessing KeyStaff Paystubs Online Through ePaystubPlus

1. Go to https://portal.cardaccesssite.com/web/epaystubplus/ to access your paystubs.
2. You will need to set up your account the first time you log in.
3. Enter your social security # and date of birth in the first 2 fields.
a. Use the formats shown in the examples below those fields, i.e. no dashes in the social and birth date as mmddyyyy.
4. The company name *KeyStaff, Inc* will automatically appear in the dropdown for *Company*.
5. Leave the *Password* field blank when you are setting up your account for the first time.
a. Click on the *click here* link next to *Forgot Password?* underneath the *Password* field.
6. You will be taken to the next page where you need to set up your password and a few security questions.
a. Complete these per the parameters specified. Once you have completed these, you will be logged into the site.
7. After initially setting up your login, you will be able to login from that primary page using your newly created password.
8. Once logged in, you will be taken to the *My ePaystubs* page where you can view all paystubs that have been uploaded.
9. In the *My ePaystub Account* box to the left side of the page, you have the option of updating your password or any security questions if needed. You can also set up text alerts so you can receive a summary of your paystubs via your phone.

If you experience account trouble dial 1-888-828-2270, push #2 for Client Services. A customer service representative will help you access your account again.
Give our office a call if I can assist you with any further questions.

Thank you! ☺