



In order to access your Pay Stub, or W-2 and Tax Information online, you must use the link below to REGISTER for **ReadyPay**.

Copy and paste this link to save for future use. If you decide to type the information for the link into your browser TYPE EVERY LETTER AND SYMBOL EXACTLY AS LISTED HERE, otherwise, you will be taken to the employer portal which will do you no good!

<https://www.readypayonline.com/Employee/Login/Register.aspx>

You will need the following information about yourself and the company you work for, in order to Register the first time:

You will need the zip code that we have in the system, and your name EXACTLY as we have it listed. If you are a Jr, or Sr, or a I, II, III, etc, we generally have your last name listed like this: Smith Jr, Smith Sr, or Smith II (a space and no comma between your Last Name and Suffix)

You will need the following Company ID's in order to create your User Account:

| | |
|----------------------------------|----------------------------|
| Phoenix Employees | Company ID = GA0299 |
| Dixie Employees | Company ID = GA0300 |
| Phoenix Rigging Employees | Company ID = GA2904 |

The following page shows the first screen you will see in order to register as a user, and the subsequent pages to setup access to W-2's and Statements, etc.


REMEMBER YOUR USER NAME AND PASSWORD. The lost password function does not work! Once you have registered, you can go into the system and look around and find what you need. You can't break it, so please don't call to say you can't find something - just look around!

Create myReadyPay User Account

Fill in the fields below to create your user account. All fields are required.

| | | | |
|---------------------------|----------------------|------------------|----------------------|
| Company ID | <input type="text"/> | User Name | <input type="text"/> |
| Last Name | <input type="text"/> | Password | <input type="text"/> |
| SSN (all 9 digits) | <input type="text"/> | Confirm Password | <input type="text"/> |
| Zip Code (First 5 Digits) | <input type="text"/> | | |

Password requirements:
Password must be at least 6 characters long, and contain at least one special character (ex: !@#%\$) or one digit (0-9), with at least 1 digit (0-9), and 1 special character (ex: !@#%\$).

 REGISTER

[Return to Login Page](#)

Once you have registered, go to MYSELF, then MY PAY tab to setup online access to W-2's:



Phoenix Crane Service, Inc.

HOME MYSELF TIME OFF
PERSONAL MY PAY MY CHANGES

Last Check | Check History | **W-2 / 1099** | W-2 Instructions | Statements / Notifications

 **Online Tax Form Enrollment**

IMPORTANT DISCLOSURES

PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

Paper Statement You are under no obligation to receive your tax form electronically. If you decide not to opt in to this program you will still receive your paper copies. Participation in electronic delivery is not mandatory.

Requesting a Paper Copy Once you opt into receiving your tax forms electronically, you will need to do the following if you need to obtain a paper copy. Email Karen Barton at kbarton@phoenixcrane.com. Requesting a paper copy in the manner described above will not be treated as a withdrawal of consent, you will continue to receive your forms electronically until you withdraw from the program or a termination event occurs.

Scope and Duration of Consent By opting in, you will receive your tax forms electronically for any year(s) that have been published online for your company. You will continue to receive your tax forms electronically until you withdraw from the program or an event outlined in the notice of termination.

Notice of Termination You will no longer receive your tax forms electronically if Phoenix Crane Service, Inc. terminates its relationship with Proliant or cancels its subscription to myReadyPay, your employee portal.

Updating Information You are responsible for keeping your employer informed of any changes in your contact information. You can update your employer using the procedures outlined below. If your company allows you to request changes to your profile via myReadyPay then you will need to request updates via the website, otherwise we recommend following your outlined company policies to update your employee demographic data.

Hardware and Software Requirements In order to access and print your tax forms you will need access to the internet and ability to view PDF files. We recommend using Adobe Acrobat Reader (version 5.0 or higher). You can download the software for free by going to www.adobe.com/products/acrobat/readstep.html.

Note If you are not enrolled in this program you will continue to receive a paper copy of your tax form.

If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked above.

Instructions If you would like to receive your W2/1099 electronically instead of a paper copy, click the CLICK TO ENROLL button below.

Currently NOT Enrolled



CLICK TO ENROLL



VIEW TAX FORMS

Then go to the Statements/Notifications tab to setup those:



Phoenix Crane Service, Inc.

HOME MYSELF TIME OFF
PERSONAL MY PAY MY CHANGES

Last Check | Check History | W-2 / 1099 | W-2 Instructions | **Statements / Notifications**

Online Payroll Statements

IMPORTANT DISCLOSURES

PLEASE MAKE SURE YOU READ AND UNDERSTAND THESE DISCLOSURES PRIOR TO COMPLETING THE OPT IN PROCESS.

What is a Direct Deposit Voucher/Statement? Each pay period you are paid, you receive a document outlining the wages and benefits paid. This document is either a paycheck or a voucher, if any of your net pay is paid via check, then it is considered a check, otherwise it is a voucher.

Physical Check You will always receive a physical check anytime your paycheck is not 100% Direct Deposit.

Hardware and Software Requirements In order to access and print your tax forms you will need a computer with a connected printer and with access to the internet. You will also need the Adobe Acrobat Reader software (v 5.0 or higher).

Restrictions / Limitations The only requirement for you to eligible is: 100% of your paycheck must be direct deposited into one or more of your bank accounts. If you do enroll and your paycheck is not allocated 100% to direct deposit, you will continue to receive a physical check.

Additional Information If you elect to make any changes to your enrollment status, we will send confirmation via email. If you do not receive the email, you can verify that the box is checked below. Any modifications to your election status will take place on the 2/12/2016 check date.

Instructions Use the button below to update your election status for electronic voucher's as well as receiving email notifications when your statement is available.

Electronic Direct Deposit Vouchers: use the button below to enroll or withdraw from the program.

Currently NOT Enrolled [CLICK TO ENROLL](#)

Email Notifications: as an additional option, you can receive an email notification whenever your paycheck is available.

Not Subscribed [CLICK TO SUBSCRIBE](#) [VIEW MY PAY STUBS](#)

Once you have completed your online enrollment, you will login on a regular basis at this screen:

<https://www.readypayonline.com/Employee/Login/Login.aspx>

RPO - Employee Kiosk

https://www.readypayonline.com/Employee/Login/Login.aspx

Proliant

myReadyPay

Welcome to myReadyPay

User Name:

Password:

Forgot your [password](#) or [user name](#)?

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