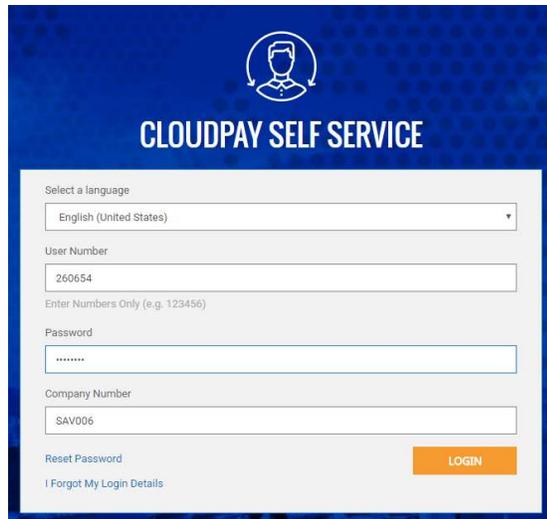1. You will receive 2 e-mails with the following subject lines:

   "Your CloudPay Self Service User Number" **and** "Your CloudPay Self Service Password "

2. Click the link in the e-mail which will lead you to the following website: https://self-service.cloudpay.net/app/employee/HomePage.jsp

3. Enter your User Number and Password listed in the e-mail.

   You will also be required to enter a Company Number which is included below:

   <u>USA employees</u> will have the following Company Number **SAV004**.

   <u>Canada employees</u> will have the following Company Number **SAV006**.

4. You will be required to **reset your password** during your initial log-in.

5. Once you have logged in, go under "Employee" and click on the link "Payslip Display" to view your online pay statement.