

# First-Time Users



# Accessing Your Pay Stub Online

- **Step 1.** From Internet browser, access: <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.



The screenshot shows the login interface for the Illinois.gov Authentication Portal. The page features a blue background with abstract geometric patterns. On the right side, the text "ILLINOIS.GOV Authentication Portal" is displayed. Below this, the instruction "Sign in with your Public account" is followed by two input fields: "Username" and "Password". A blue "Sign in" button is positioned below the fields. At the bottom right, there are three links: "Reset your password", "Recover your Username", and "Create a new account". The footer contains the text "© 2016 Microsoft Privacy Help".

ILLINOIS.GOV  
Authentication Portal

Sign in with your Public account

Username

Password

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

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# Accessing Your Pay Stub Online

- **Step 2.** Click “Create a New Account”.

**ILLINOIS**.gov  
Authentication Portal

Sign in with your Public account

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)



# Accessing Your Pay Stub Online

- **Step 3.** Input your “First Name”.

## Create a new Account

### Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: John.Smith JSm1th

**First Name:**

Abraham

**Last Name:**

Lincoln

**Email Address:**

therailsplitter@gmail.com

**Confirm Email Address:**

therailsplitter@gmail.com

**Cell Phone:**  
**(Optional)**

217-785-7444

**Cell Carrier:**

AT&T



# Accessing Your Pay Stub Online

- **Step 4.** Input your “Last Name”.

## Create a new Account

### Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: John.Smith JSm1th

**First Name:**

Abraham

**Last Name:**

Lincoln



**Email Address:**

therailsplitter@gmail.com

**Confirm Email Address:**

therailsplitter@gmail.com

**Cell Phone:**  
**(Optional)**

217-785-7444

**Cell Carrier:**

AT&T



# Accessing Your Pay Stub Online

- **Step 5.** Input your “Email Address”.

## Create a new Account

### Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: John.Smith JSm1th

**First Name:**

Abraham

**Last Name:**

Lincoln

**Email Address:**

therailsplitter@gmail.com



**Confirm Email Address:**

therailsplitter@gmail.com

**Cell Phone:**  
(Optional)

217-785-7444

**Cell Carrier:**

AT&T



# Accessing Your Pay Stub Online

- **Step 6.** Confirm your “Email Address”.

## Create a new Account

### Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: John.Smith JSm1th

**First Name:**

Abraham

**Last Name:**

Lincoln

**Email Address:**

therailsplitter@gmail.com

**Confirm Email Address:**

therailsplitter@gmail.com



**Cell Phone:**  
(Optional)

217-785-7444

**Cell Carrier:**

AT&T



# Accessing Your Pay Stub Online

- **Step 7.** Optional Step – Input your “Cell Phone”.

## Create a new Account

### Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: John.Smith JSm1th

**First Name:**

Abraham

**Last Name:**

Lincoln

**Email Address:**

therailsplitter@gmail.com

**Confirm Email Address:**

therailsplitter@gmail.com

**Cell Phone:**  
**(Optional)**

217-785-7444



**Cell Carrier:**

AT&T



# Accessing Your Pay Stub Online

- **Step 8.** Optional Step – Select your Cell Carrier.

## Create a new Account

### Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: John.Smith JSm1th

**First Name:**

Abraham

**Last Name:**

Lincoln

**Email Address:**

therailsplitter@gmail.com

**Confirm Email Address:**

therailsplitter@gmail.com

**Cell Phone:  
(Optional)**

217-785-7444

**Cell Carrier:**

AT&T



# Accessing Your Pay Stub Online

- **Step 9.** Input your “Username”.

**Confirm Email Address:**

**Cell Phone:**   
(Optional)

**Cell Carrier:**  ▼

**Choose your Username:**  ← **Good**

**Password:**  **Good** [Password Rules](#)

**Confirm Password:**

# Accessing Your Pay Stub Online


- **Step 10.** Input your “Password”.

**Confirm Email Address:**

**Cell Phone:**   
(Optional)

**Cell Carrier:**  ▼

**Choose your Username:**   
**Good**

**Password:**    
**Good** [Password Rules](#)

**Confirm Password:**

# Accessing Your Pay Stub Online

- **Step 11.** Confirm your Password.

**Confirm Email Address:**

**Cell Phone:**   
(Optional)

**Cell Carrier:**  ▼

**Choose your Username:**   
**Good**

**Password:**   
**Good** [Password Rules](#)

**Confirm Password:**  ←

# Accessing Your Pay Stub Online

- **Step 12.** Click “Register”. The PASS system will send a confirmation email to the address you registered with.

**Confirm Email Address:**


**Cell Phone:**   
(Optional)

**Cell Carrier:**  ▼

**Choose your Username:**   
**Good**

**Password:**   
**Good** [Password Rules](#)

**Confirm Password:**



# Accessing Your Pay Stub Online

- **Step 13.** Click the link contained in your confirmation email. Be sure to check your “Junk” or “Spam” folder if you can’t find it.

**From:** [IdentityManagement@illinois.gov](mailto:IdentityManagement@illinois.gov)

**Date:** May 14, 2025 at 11:20:04 AM CDT

**To:**

**Subject:** Verify the email address for your Illinois Public Account

Thanks for signing up for an Illinois Public Account!

Please click on the following link (or copy and paste it into your browser) to validate this email address and continue the self-registration process:

<https://accounts.illinois.gov/account-validation?key=YmV0dGVuaGF1c2VuY2FybGFAZ21haWwuY29tfDUvMTUvMjAyNSAxMToyMDowMyBBTXxiYXJsYS5iZXR0ZW5oYXVzZW58UFVCTEIDfHxDYXJsYXw3ODE2Nzk=&e=true>

**Notice:** This link will only be valid for the next 24 hours.

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This message was delivered by an automated system and does not come from a monitored email address. Please do not reply to this email message.

Thank you

# Accessing Your Pay Stub Online

- **Step 14.** The link will take you to the Account Validation webpage. Click “Continue”.

## Account Validation

You have successfully created an Illinois Public Account.

Your Username is: **alincoln**

Your password is the one that you specified during creation.

The email address **therailsplitter@gmail.com** that you provided can be used for resetting your password if you forget it.

Continue



# Accessing Your Pay Stub Online

- **Step 15.** Return to <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.



The screenshot shows the login page for the Illinois.gov Authentication Portal. The page has a blue background with a geometric pattern of overlapping shapes. On the right side, there is a white box containing the following elements:

- ILLINOIS.GOV** logo with the text "Authentication Portal" below it.
- The text "Sign in with your Public account".
- A text input field labeled "Username".
- A text input field labeled "Password".
- A blue "Sign in" button.
- A list of links: "Reset your password", "Recover your Username", and "Create a new account".
- At the bottom right, the text "© 2016 Microsoft Privacy Help".

# Accessing Your Pay Stub Online

- **Step 16.** Input your “Username”.



Sign in with your Public account

alincoln



.....

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

# Accessing Your Pay Stub Online

- **Step 17.** Input your “Password”.



Sign in with your Public account

A red arrow points to the password input field.

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

# Accessing Your Pay Stub Online

- **Step 18.** Click “Sign in”.



Sign in with your Public account

Sign in



- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

# Accessing Your Pay Stub Online

- **Step 19.** Complete the one-time “State of Illinois Employee eRegistration” when prompted. You will only need to complete this step the first time you access the system.

The screenshot shows the 'Employee Public Account Registration' page on the State of Illinois eReg system. The page has a dark blue header with the 'State of Illinois eReg' logo and navigation links for 'Home' and 'Log Off'. The main content area contains a registration form with the following fields:

- Email Address
- Confirm Email
- Prefix (optional)
- First Name
- Middle Name (optional)
- Last Name
- Suffix (optional)
- Phone Number
- Phone Type (Mobile)
- Birthdate (Required to verify identity)

Below the form, there is a section for identity verification:

To verify identity, enter either full SSN or Employee ID issued by the State of Illinois.

SSN

----- OR -----

Employee ID

If unaware of Employee ID issued by the State of Illinois, contact your personnel office.

At the bottom of the form is a blue button labeled 'Proceed with Registration'.

# Accessing Your Pay Stub Online

- **Step 20.** Input your “Email Address”. (business or personal email accepted)

**Email Address**

therailsplitter@gmail.com

**SERS recommends not using a State Work Email Address for ePASS because you will lose access to that email address upon retirement.**

# Accessing Your Pay Stub Online

- **Step 21.** Input and “Confirm Email Address”.

**Confirm Email**

therailsplitter@gmail.com

**SERS recommends not using a State Work Email Address for ePASS because you will lose access to that email address upon retirement.**

# Accessing Your Pay Stub Online

- **Step 22.** Optional Field - From menu select a “Prefix”.

**Prefix**

(optional)

# Accessing Your Pay Stub Online

- **Step 23.** Input your “First Name”.

**First Name**

# Accessing Your Pay Stub Online

- **Step 24.** Optional Field - Input your “Middle Name”.

**Middle Name**

(optional)

# Accessing Your Pay Stub Online

- **Step 25.** Input your “Last Name”.

**Last Name**

# Accessing Your Pay Stub Online

- **Step 26.** Optional Field - From menu select “Suffix”.

**Suffix**

(optional)

# Accessing Your Pay Stub Online

- **Step 27.** Input your primary “Phone Number”. (mobile, home, or work are acceptable)

**Phone Number**

(217) 785-7444|

# Accessing Your Pay Stub Online

- **Step 28.** Input your “Birthdate”. (mm/dd/yyyy)

**Birthdate**

Required to verify identity

# Accessing Your Pay Stub Online

- **Step 29.** Input your “Social Security Number” or “Employee ID”.  
(if you do not know your Employee ID, contact your agency appointed Payroll Administrator)

SSN

----- OR -----

Employee ID

If unaware of Employee ID issued by the State of Illinois, contact your personnel office.

# Accessing Your Pay Stub Online

- **Step 30.** Click on the “Proceed with Registration” button and the eRegistration page will appear on screen requesting verification of your personal information.

Proceed with Registration

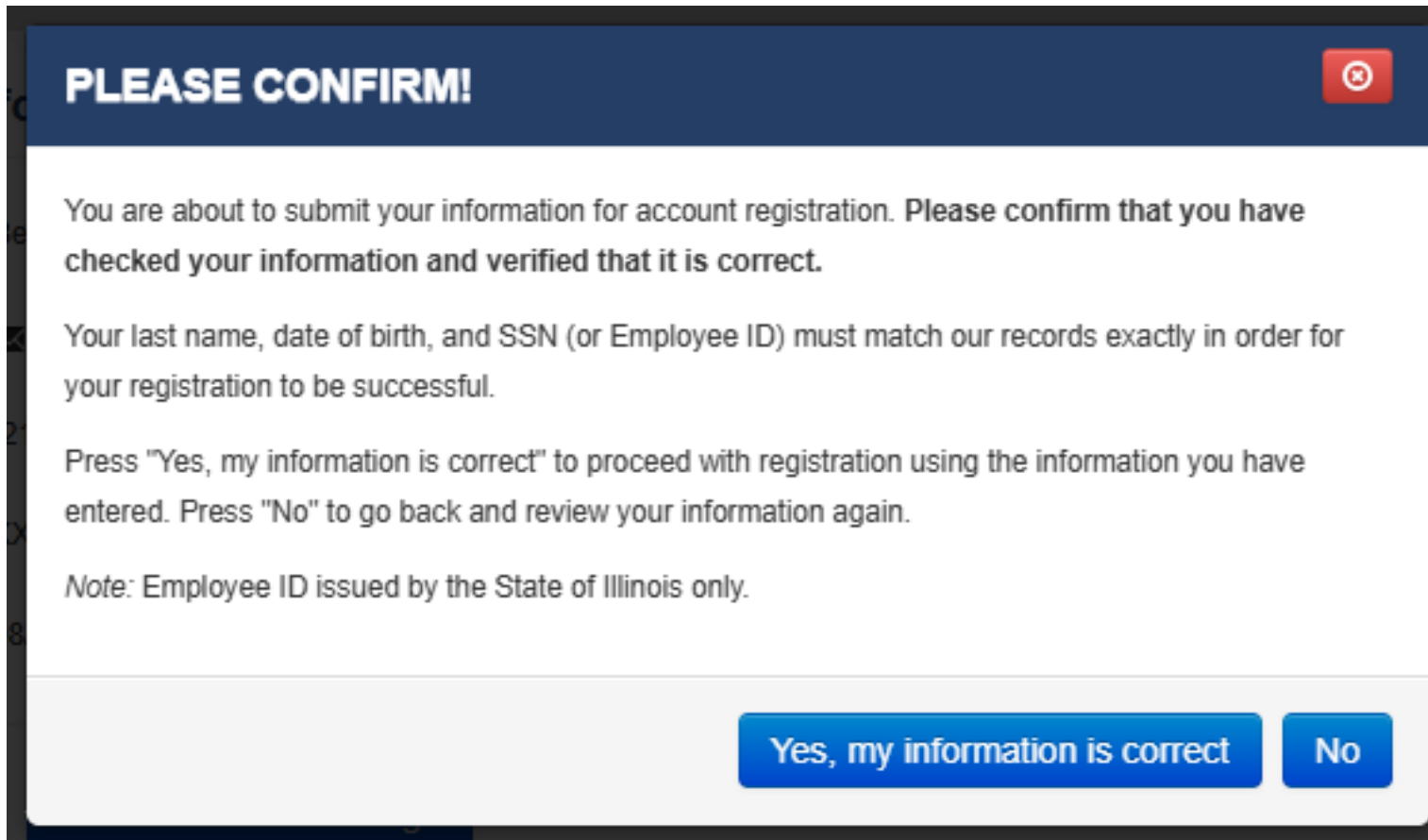
# Accessing Your Pay Stub Online

- **Step 31.** Click on “Proceed with Registration” and your individual pay stub information will appear on screen just as it does in paper format today.

Proceed with Registration

# Accessing Your Pay Stub Online

- **Step 32.** Ensure your information is correct and then click “Yes, my information is correct”. You will be directed to your pay stubs.



**PLEASE CONFIRM!**

You are about to submit your information for account registration. Please confirm that you have checked your information and verified that it is correct.

Your last name, date of birth, and SSN (or Employee ID) must match our records exactly in order for your registration to be successful.

Press "Yes, my information is correct" to proceed with registration using the information you have entered. Press "No" to go back and review your information again.

*Note:* Employee ID issued by the State of Illinois only.