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Electronic Pay Stub System (ePASS)

If you currently use ePASS to receive paystubs through your work email, you will need to change your ePASS email to your personal email address to continue receiving ePass paystubs for your SERS benefits. This change needs to be completed while you are still actively working and have access to your work email account.

How to log off from ePASS:

1. Click on the “Log Off” menu selection located on the right hand side of the top navigation menu.
2. Click on the “Close Window Button” to close the browser window.

Forgetting to log off poses a security risk with any computer that is accessible to other people and could potentially leave your State of Illinois Public Account open to abuse. To avoid misuse by others, remember to log off of or lock your computer whenever you leave it.

For assistance with your ePASS account while still an active employee of a State of Illinois Agency, please contact DOIT at 217-524-3648.

For assistance with your ePASS account as a Retiree or Survivor, please contact the SERS Call Center at 217-785-7444.

The Electronic Pay Stub System (ePASS) provides employees secure access to current and past pay stub information with 24/7 availability. Employees can view pay stub information from any computer, smart phone or mobile device that connects to the Internet. In addition, ePASS maintains historical pay stub information for seven years from the date of implementation. Follow the instructions outlined below to login and register for ePASS. The process takes just a minute, and you will have instant, secure on-line access to your pay stubs.

To access your pay stub information:

1. From Internet browser, access: <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.
2. Click “Create a New Account”.
3. Input your “First Name”.
4. Input your “Last Name”.
5. Input your “Email Address”.
6. Confirm your “Email Address”.
7. Optional Step – Input your “Cell Phone”.
8. Optional Step – Select your Cell Carrier.
9. Input your “Username”.
10. Input your “Password”.
11. Confirm your Password.
12. Click “Register”. The PASS system will send a confirmation email to the address you registered with.
13. Click the link contained in your confirmation email. Be sure to check your “Junk” or “Spam” folder if you can’t find it.
14. The link will take you to the Account Validation webpage. Click “Continue”.
15. Return to <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.
16. Input your “Username”.
17. Input your “Password”.
18. Click “Sign in”.
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.
20. Input your “Email Address”. (business or personal email accepted). SERS recommends not using a State Work Email Address for ePASS because you will lose access to that email address upon retirement.
21. Input and “Confirm Email Address”.
22. Optional Field - From menu select a “Prefix”.
23. Input your “First Name”.

24. Optional Field - Input your "Middle Name".
25. Input your "Last Name".
26. Optional Field - From menu select "Suffix".
27. Input your primary "Phone Number". (mobile, home, or work are acceptable)
28. Input your "Birthdate". (mm/dd/yyyy)
29. Input your "Social Security Number" or "Employee ID". (if you do not know your Employee ID, contact your agency appointed Payroll Administrator)
30. Click on the "Proceed with Registration" button and the eRegistration page will appear on screen requesting verification of your personal information.
31. Click on "Proceed with Registration" and your individual pay stub information will appear on screen just as it does in paper format today.
32. Ensure your information is correct and then click "Yes, my information is correct". You will be directed to your pay stubs.

Returning Users

1. From Internet browser, access: <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.
2. Input your "Illinois Public Account".
3. Input your "Illinois Public Account Password".
4. Click "Sign in"

Resetting Your Password

1. From Internet browser, access: <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.
2. Click "Reset your password"
3. Input your "Username"
4. Input the numbers in the image code
5. Click "Continue". The ePASS system will send an email with further instructions.

Recovering Your Username

1. From Internet browser, access: <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.
2. Click "Recover your Username"
3. Input your "Email Address"
4. Input the numbers in the image code
5. Click "Continue". The ePASS system will send an email containing your Username.

Changing Your Email Address

1. From Internet browser, access: <http://paystub.illinois.gov> and the State of Illinois Public Account Portal will appear on screen.
2. Input your "Illinois Public Account".
3. Input your "Illinois Public Account Password".
4. Click "Sign in"
5. Click your name in the top right-hand corner
6. Click "Manage Account"
7. Click "Modify Account"
8. Type in your new email address in the "Email Address" field
9. Click "Save"