


Accessing Your MyBenefitsChannel Account

Step 1: Go to MyBenefitsChannel.com

- From any computer, visit www.mybenefitschannel.com
- To register and create your username and password, click **Register Here**.
- Your username and password are secure and are not shared with anyone, even your employer.



New User? [Learn More](#)

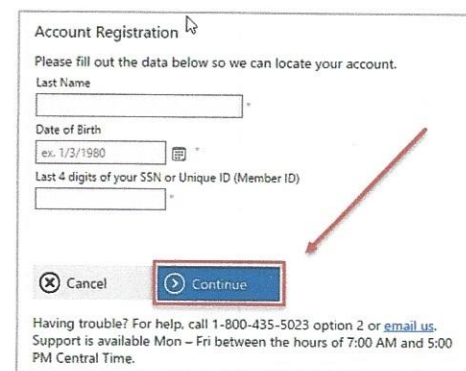
Log into your account

Username

Password

Step 2: Register & Create your Account

- Enter your Last Name, Date of Birth, and Last 4 digits of your SSN or Unique ID (Member ID).
- Click **Continue**.
- On the next screen, you will need to review the Terms & Conditions: check the box indicating your agreement, and click **Submit Agreement**.



Account Registration

Please fill out the data below so we can locate your account.

Last Name

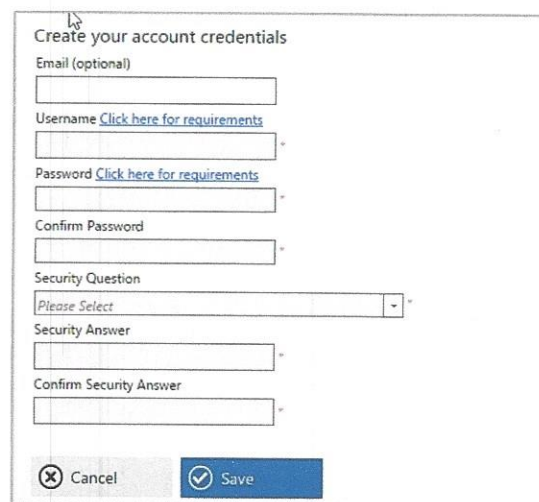
Date of Birth

Last 4 digits of your SSN or Unique ID (Member ID)

Having trouble? For help, call 1-800-435-5023 option 2 or [email us](#). Support is available Mon – Fri between the hours of 7:00 AM and 5:00 PM Central Time.

Step 3: Create your username and password

- Be sure to enter the email address you use most frequently. When you have secure messages or employer-sponsored activities to do you will receive a notification to the email address you enter on this page. Your email address is **secure and will not be shared** or sold, and will only be used for employer-related business.
- Your username and password must be at least 8 characters and cannot contain special characters like <, >, ', ", and &. Using your email address as your username is recommended.
- Password must be at least 8 characters with at least 1 upper case letter (A-Z), at least one lower case letter (a-z), and at least 1 digit (0-9).
- Cannot contain special characters, your first name, last name or username. Cannot contain certain common passwords or any of your previous 3 passwords.
- Choose a security question and answer to use if you need to recover your username and password.
- You will use the same username and password to log-in to MyBenefitsChannel and the My Wellness Station biometric data upload application (if applicable).
- Click **Save**.



Create your account credentials

Email (optional)

Username [Click here for requirements](#)

Password [Click here for requirements](#)

Confirm Password

Security Question

Security Answer

Confirm Security Answer

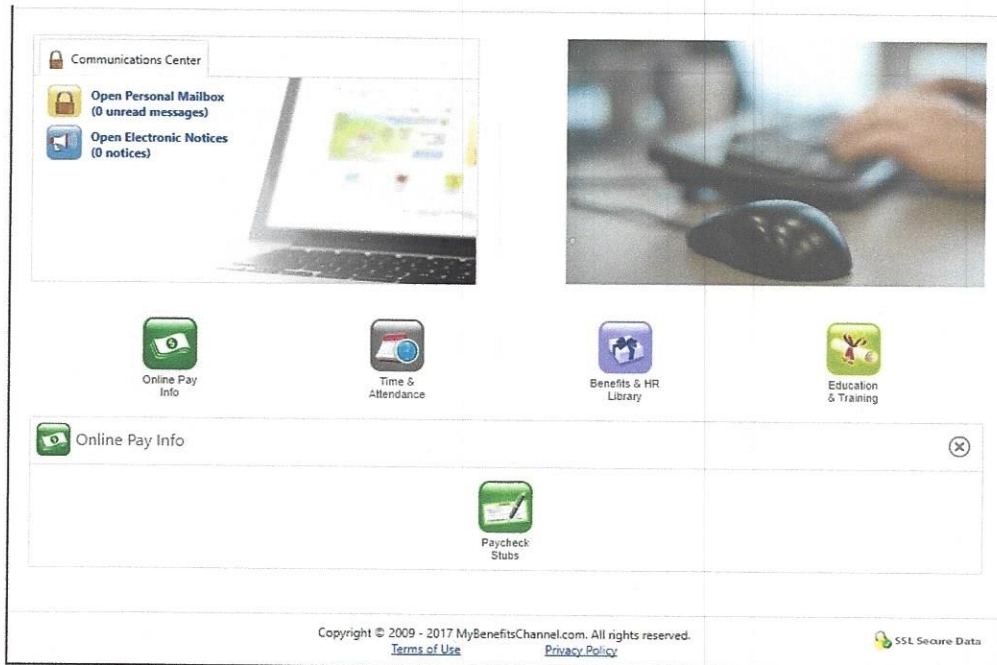
Congratulations, you've logged in! Please explore all that MyBenefitsChannel has to offer!

Need help or have questions? Contact MyBenefitsChannel at 800.435.5023. We will be glad to help!

Paycheck Stubs

Accessing Paycheck Stubs

Employees are able to view paycheck stubs by logging in to their secure MyBenefitsChannel.com account. From the home page of MBC, click **Online Pay Info** then click **Paycheck Stubs**.



In the Paycheck Stubs window, you will be able to view the most recent six months of paychecks displayed by default. Each paycheck stub will be identified by check date, check number, and check amount.

	CHECK DATE	NUMBER	EMPLOYER	AMOUNT
View	Thu, 11/10/2016	88110047	Five Points Agent Demo	\$1,053.08
View	Fri, 07/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Fri, 07/22/2016	20299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	20299	Five Points Agent Demo	\$2,955.20

To view checks older than 6 months, change the Start Date and End Date to meet the desired range and click **Refresh**. The check history will be stored indefinitely.

Paycheck Stubs

Start Date: 5/22/2016 End Date: 11/22/2016 Refresh

Email Notifications on new paychecks are turned OFF. [Change](#)
Text Notifications on new paychecks are turned OFF. [Change](#)

	CHECK DATE	NUMBER	EMPLOYER	AMOUNT
View	Thu, 11/10/2016	88110047	Five Points Agent Demo	\$1,053.08
View	Fri, 07/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Fri, 07/22/2016	20299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	20299	Five Points Agent Demo	\$2,955.20

To view a particular stub, click **View** and a new tab or window will open. To print the check, click **Print** in the upper left corner of the paycheck stub view.

Paycheck Stubs

Start Date: 5/22/2016 End Date: 11/22/2016 Refresh

Email Notifications on new paychecks are turned OFF. [Change](#)
Text Notifications on new paychecks are turned OFF. [Change](#)

	CHECK DATE	NUMBER	EMPLOYER	AMOUNT
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View	Wed, 06/22/2016	10299	Five Points Agent Demo	\$2,955.20
View	Wed, 06/22/2016	20299	Five Points Agent Demo	\$2,955.20

[Print](#) [Close](#)

Five Points, Franklin, TN 37064
Employee Number: ID003004
Name: Hood, Little Red Riding

Check Number: 20007
Check Date: 1/18/2014

	Hrs/Days	Rate	Current	YTD	* Pre Tax Deductions	Current	YTD
TEACHERS			4,232.41	4,232.41	METROPOLITAN	25.41	25.41
CAREER LADDER	1.00	100.00	100.00	100.00	EBI MEDICAL REIMBURSEMENT	33.00	33.00
Gross Pay			4,332.41	4,332.41	VISION	20.58	20.58
FIT			191.93	191.93	DENTAL	88.57	88.57
SOCIAL SECURITY			228.66	228.66	MEDCERT PPO CIGN 5 FAN	502.21	502.21
MEDICARE			59.48	59.48	RETIRE CODE 24	216.62	216.62
* Pre Tax Deductions			890.39	890.39	Total	890.39	890.39
** Post Tax Deductions			12.75	12.75	** Post Tax Deductions	Current	YTD
Net Pay			2,955.20	2,955.20	GROUP LIFE INS NS	2.89	2.89
Type		Earned	Taken	Accum	USABLE VOTL	9.86	9.86
SICK	0.00		2.00	232.00	Total	12.75	12.75

Hood, Little Red Riding
123 SOME STREET
SILVERTOWN, IN 12345

Check Summary	Current	YTD
Gross Pay	4,332.41	4,332.41
Taxable Gross	3,442.02	3,442.02
Net Pay	2,955.20	2,955.20

BANCORP SOUTH Electronic Fund Transfer CHECKING 2,955.20

Paycheck stubs are available for viewing in the online portal at midnight on the date of the check unless your administrator has set the Viewable Before Check Date setting. If the setting is in use, you will be able to view your check however many days the administrator has set before your pay date. For example, your payroll administrator loads the paycheck data file on March 12th which includes checks that are dated for March 15th. If the Viewable Before Check Date setting is active and set for 2 days before, you will be able to view your check on March 13th.

MBC has the ability to generate an email and/or text message to notify you when you receive a new paycheck stub. The email version of this notice will inform you that the paycheck stub is available and asks you to login to their secure account to view the paycheck stub. To turn email notifications on or off, click **Change** next to the Email Notifications field. A Paycheck Notification Setting window will appear, there you will set the email address that you are to be notified at. Select either On or Off, then click **Save**.

PAYCHECK NOTIFICATION SETTING

Turning on Email Notifications will send you an email when your paycheck has been loaded and ready to view.

Email Address:

Status: ON

The text message version of this notice will include the gross and net pay for the check, as well as year to date (YTD) amounts. To turn Text/SMS notifications on or off, click **Change** next to the Text/SMS Notifications field. A Paycheck Notification Setting window will appear, there you will set the mobile number and the Mobile carrier that you are to be notified at. Select either On or Off, then click **Save**.

Note: the system settings for notifications must be turned on for these options to be available.

PAYCHECK NOTIFICATION SETTING

Turning on Text (SMS) Notifications will send a text message to your mobile phone when your paycheck has been loaded and is ready to view. The message will include the check gross and net values. Standard carrier text/data charges will apply.

Mobile Number:

Mobile Carrier:

Status: ON