

**\*This page is information only. Do not fill out this page, nor send it back.\***


**\*After the your first payday, you may follow the instruction on this page\***



Here's information on how to view your pay statements and tax information online:

Welcome to the myReadyPay employee kiosk, your access point for reviewing your payroll setup information, from name and address all the way through taxes, deductions, and direct deposits. You will also have the ability to preview and print pay stubs. Registration is easy – just follow the simple steps below!

**Step 1:** Visit "<http://squaredawaycleaning.com/myreadypay>"

**Step 2:** Click the 'Register' button to begin. It looks like this --> 

**Step 3:** You will be required to enter 4 pieces of key information in order to register:

- Company ID: SQAC
- Last Name
- SSN (Last 4)
- Zip Code (First 5 Digits)

|                           |                                   |
|---------------------------|-----------------------------------|
| Company ID                | <input type="text" value="SQAC"/> |
| Last Name                 | <input type="text"/>              |
| SSN (Last 4)              | <input type="text"/>              |
| Zip Code (First 5 Digits) | <input type="text"/>              |

**Step 4:** You need to set up a unique username and password to proceed.

|                  |                      |
|------------------|----------------------|
| User Name        | <input type="text"/> |
| Password         | <input type="text"/> |
| Confirm Password | <input type="text"/> |

} 6 characters, 1 number or special character

1. Enter a username – it must be unique to the system, for example: jjones10
2. Enter a password – it must be at least 6 characters and have at least one number or special character, for example: mylogin2

**Step 5:** Click Register! Looks like this --> 

The screen will update to display an email address field

**Step 6:** Enter a valid email address! Then click "Validate Email Address"

***You will now receive an email requiring you to validate the address.***

You may access the system after these steps are complete at:  
<http://squaredawaycleaning.com/myreadypay>