WEB EMPLOYEE SELF SERVICE

1. Go to http://www.Ahola.com.

2. From the Ahola web page select Employee Self Service Login.

3. Click on "**Not Registered yet?**"

4. Enter your eight-digit Company Access code. You can find your code on your Employee Self Service registration letter.

5. After you enter your access code the system will identify our company name and allow you to proceed to enter the rest of your registration information. Be aware that the format for your date of birth is MM/DD/YYYY and you must accept the Terms and Conditions to activate the "**Submit**" button.

   Registration is actually two steps. Once you have completed this registration page and selected "**Submit**", you will receive an email with a registration link. You must use this link to complete your registration. This link is good for 48 hours.
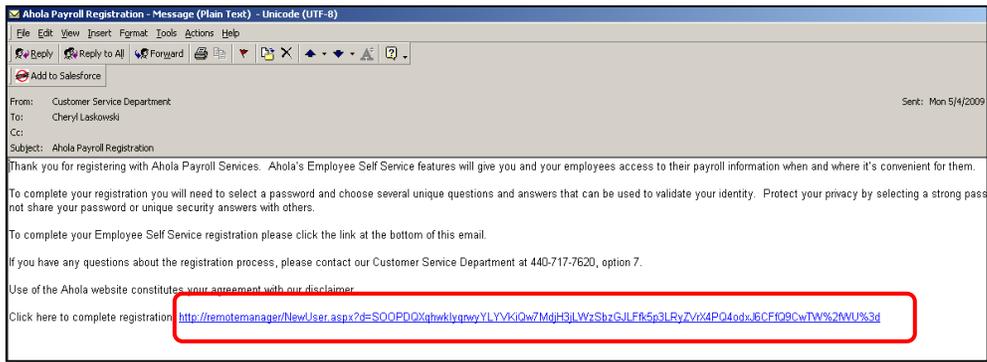
6. After you have clicked on the registration link you will enter a password (minimum of 6 characters, one must be a numerical). Then select and answer three different security questions. These security questions are used if you forget your password or wish to change it. When you are done select "**Submit**".


7. After you have successfully completed Part 2 of registration you will be taken to the login page. Enter your password (your email address will already be loaded) and select "**Login**" or "**Enter**".

8. Once you are logged in you will be taken to the Employee Self Service Page. You will have two options to choose from: "**View Your W-2**" or "**View Your E-Paystub**".

9. Click on "**View your E-Paystub**" button or select it from the left-hand menu. You will be presented with a list of checks for the last two months. Checks are not available until check date. If the paystub that you are looking for is not displayed enter the date range and click "**Update List**". The system will present you with all the checks within your specified date range. (Note: You can view checks from 9/15/2008 forward.)
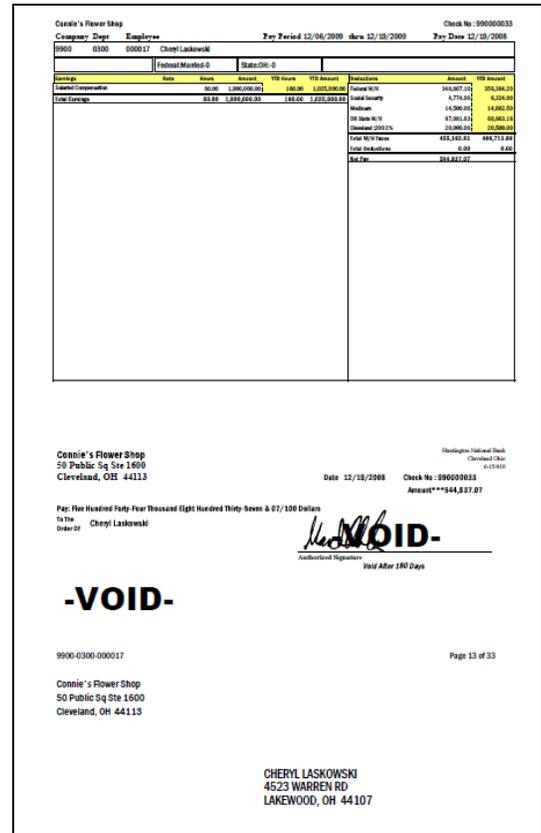

10. Left click on the check date that you wish to view.
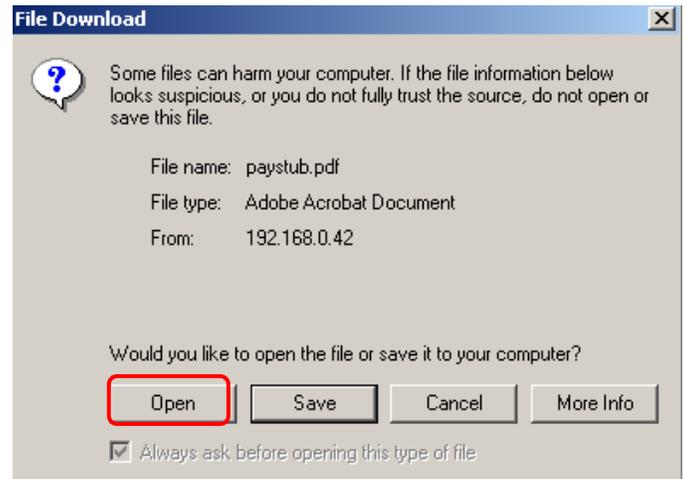
11. Depending on your browser you will be given options to open the paystub pdf.
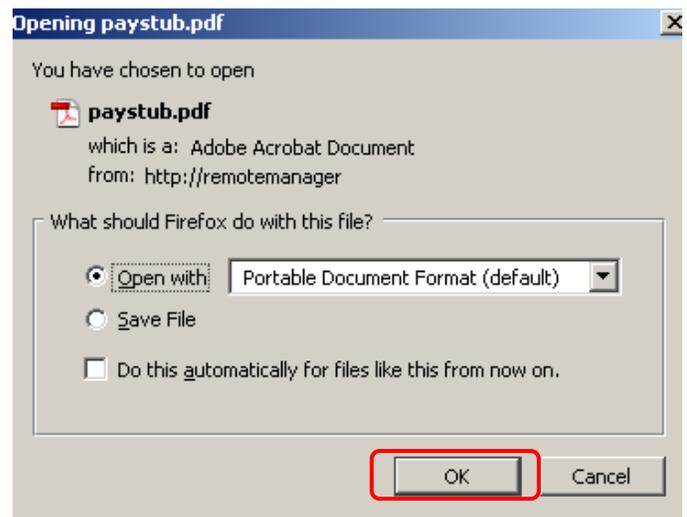
12. Once your selected check is displayed, you can view, print and or save it. When you are done you can minimize the pdf or close it.

13. You can continue to view checks or select another option from the left-hand menu. If you select **"Employee Services"** you will be taken back to the main Employee Services page.
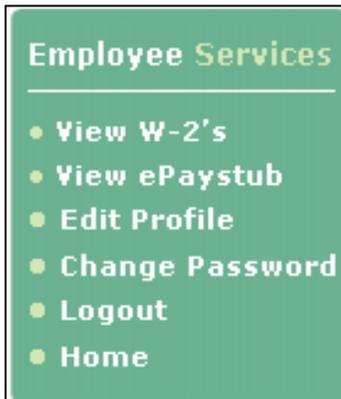
14. To view your 2008 W2 click on the "**View Your W2**" button or select "**View W-2's** from the left-hand menu.

15. At the present time you can view your 2008 W-2 only. When your 2009 W-2 is prepared at year-end you will be able to view it and 2008. Click "**Get it Now**". Your W-2 will be displayed.

16. As with your paystub you can view, print or save this document. (The printed document is 7 pages.)

17. Use the left-hand menu to navigate to other Employee Services pages.

- **Employee Services** – Use to navigate to Employee Self Service page.
- **Edit Profile** - allows you to change your personal information and security questions.
- **Change Password** - Use this anytime you feel your password is no longer secure.
  You can change your password as often as you like.
- **Logout** - Logs user out but leaves site open.
- **Home** - Takes you to the Ahola main web page.