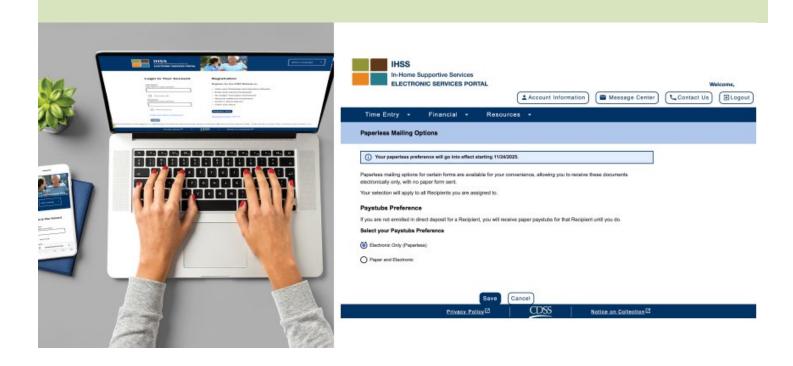
IHSS Paperless Paystubs

How to Sign Up



Receive your paystub electronically!

You have the ability to go paperless for certain forms within the **IHSS ESP.** This allows you to decrease the amount of mail sent to you. This preference can be updated on the **Paperless Mailing Options** screen.

To access the **Paperless Mailing Options** screen:

- Access the Account Information screen.
- 2. Select the **Paperless Mailing Options** link.
- 3. Select your preferences and press the **Save** button.
- 4. You will receive an email and/or text message confirming that your changes were successful.

If you select "Electronic Only (Paperless)" for any of the forms, you will no longer receive that form as a paper mailing. If you select "Paper and Electronic" for any of the forms, you will continue to receive that form as a paper mailing. For either option, you can continue to download electronic copies of the forms in ESP.

Any changes made to your Paperless Mailing Options will take effect by the end of the next business day and will apply to all current and future Recipients you work for.

Please Note: In order to receive paperless paystubs, you must also be enrolled in direct deposit for that Recipient.