Register and View Your Paystub on EPay
Web Address: www.intranet.lcps

Diagram A

→ From the LCPS Intranet home page click on E-Pay.

Diagram B

→ If this is the first time you are using the system, you MUST register.
   From the EPay page click on “Register to View Your Paystub”.

→ If you have already registered, then click on “View Your Paystub (Registration Required)” and skip to page 3.
> Complete the information requested on the registration page.

> The information in the first (3) fields **MUST** match the information in the payroll system. Contact the Payroll Office if not sure 571-252-1260.

> See the “Note” section at the bottom of this screen regarding setting up your EPay password.

Some examples of acceptable passwords are:

- ABC@2006
- TBBONE*84
- GOLFPAR@2
- REDMUM#3
- TOPDOG*1

> Employees may access the information from their school or home. Employees who will never view their paystub from home can opt-out of access to your paystub over the internet by clicking inside the checkbox to opt-out of this access.

> Click on the Register button when you have completed this page.
Once you’ve successfully registered, you will be directed to the login screen.

Complete the login screen with your social security number and your EPay password.

Click on the login button.
Diagram E

→ Click on the drop down arrow and select the pay date you want to view.

→ Scroll to the bottom of the screen to view your paystub.

<table>
<thead>
<tr>
<th>Employee Payroll Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>This page is for the sole use of Loudoun County Public Schools Employees. Unauthorized parties are prohibited from accessing these pages. Violators will be prosecuted.</td>
</tr>
</tbody>
</table>

Diagram F

Employee Statement of Earnings and Deductions:
Any errors should be brought promptly to the attention of the Payroll Division
(671) 252-1380 Payroll Division Main Line
→ Be sure to click on the “Sign Out” button when you’ve finished.

---

You have signed out of your payroll page.

*PLEASE CLOSE THIS WINDOW TO ENSURE THAT ALL TRACES OF YOUR INFORMATION ARE REMOVED*

---

You’ve successfully signed out of EPay!
TO VIEW PAY STUBS FROM HOME VISIT THE LCPS WEBSITE:

www.lcps.org/

1. Under **Our District** Select “Employee Resources”

2. Select “E-Pay”
3. Click “Sign On”

You will then login with your social security number (include dashes) and password (case sensitive). Remember to log out when you are done.