



### GENERAL INFORMATION

*My Pay Info* allows former NEISD employees to access information using a **personal e-mail** address, including:

- Pay stubs
- W-2 forms
- 1095-C forms

Former employees may register for *My Pay Info* by [requesting an electronic invitation](#) from the Payroll Department. Users must have a valid **personal e-mail** account, and must be able to access the e-mail account within 24 hours of registering.

### REGISTER BY REQUESTING AN INVITATION

Contact the Payroll Customer Support Help Desk (210-407-0186 or [payroll@neisd.net](mailto:payroll@neisd.net)) to request an invitation to *My Pay Info*. Provide the following information with the request:

- First and last name as shown in NEISD records
- Employee number or the last four digits of the Social Security Number
- **Personal e-mail** address
- Telephone number

Payroll will send an e-mail with the subject “Invitation to register at NEISD MyPayInfo” to the e-mail address provided. The e-mail will contain a link that is valid for 24 hours.

1. Click on the link to begin the registration process; the browser will redirect to *My Pay Info* to register the new account.

2. Complete all fields, create a password, and click "Register" at the bottom of the screen. (The password must meet the security requirements provided on the website.)

**My Pay Info**

## Register New Account

**You need to provide a personal e-mail address and a password.**

The password must meet these requirements: Minimum length of 6 characters, at least 1 number, at least 1 uppercase letter and at least 1 lowercase letter. You will use these credentials to log into the site once the registration has been completed.

**First Name**

**Last Name**

**Birth Date**

**Personal E-mail**

**Password**

**Confirm password**

**Last 4 SSN**

Register

3. The user will automatically be logged on once registration is complete.