

Accessing your paystub and W-2 online

**SETTING UP AN ONLINE ACCOUNT:**

1. **STEP 1:** Go to [www.PremierElectricalStaffing.com](http://www.PremierElectricalStaffing.com)
2. **STEP 2:** Go to the bottom right of the home page and click **“View Paystubs”**
3. **STEP 3:** Click on “**Sign up now!”**
4. **STEP 4:** If you have use a Global Cash Card issued by Premier Electrical Staffing you will click **“YES”** under do you have a card with us**.** If you do not have a Global Cash Card issued by Premier Electrical Staffing you will click **“NO”.**
5. **STEP 5:** If you clicked “YES”, please enter your Global Cash Card number. If you clicked “NO” please fill out the information requested.
	1. **Unique ID:**  This is your Social Security Number
	2. **User Name:** When asked to enter a user name, it is recommended to use your Last Name and Last 4 digits of your social security number. For example; John Doe 111-11-1234 would use Doe1234 as their user name.

**Call Global Customer Service with questions or issues accessing your paystub at:**

**\*\*\* 949-751-0360 \*\*\***

**To Set Up Options of Delivery**

 ● Once you log into your account and select the “paystub” tab at the top of the screen you will be directed to the list of paystubs. On the left side of the screen you can setup to receive your paystub by e-mail. Just simply check “yes” and each time your paystub is loaded you will be notified by e-mail.

 ● Your paystub can also be set up with different options of delivery by clicking on a paystub link once the paystub comes up scroll to the bottom of the page where you will see the different options of delivery by entering an e-mail address, fax number or cell phone number.

**To Access the Global Cash Card Mobile Web from your Smart Phone**

●Cardholders simply log on to [www.globalcashcard.com](http://click.icptrack.com/icp/relay.php?r=68099030&msgid=868376&act=ZJWR&c=352737&destination=http%3A%2F%2Fwww.globalcashcard.com) from a mobile device and are automatically directed to the user-friendly mobile site, which is tailored to their specific device. Log-in with your username and password to view their paystub information right from your phone.

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