

eStratEx

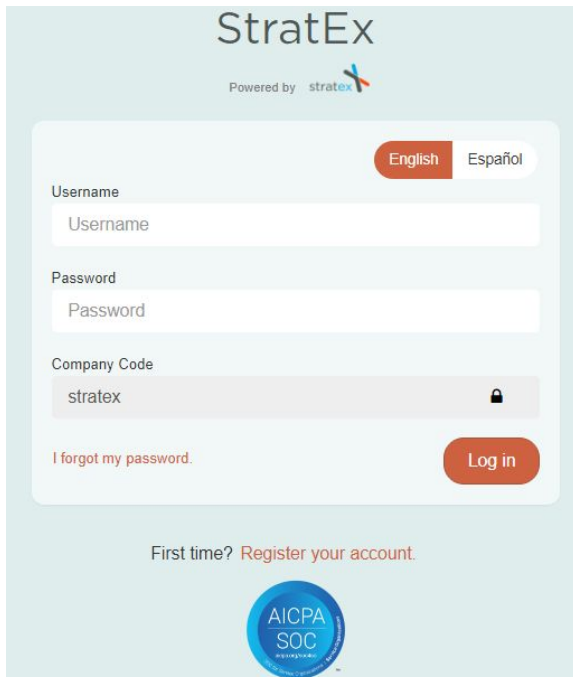
Employee Getting Started Guide

Welcome to eStratEx!

Your company now uses eStratEx to process your payroll. You can use this guide to get a jump start on logging in and accessing your pay information. There is a full-version guide to the site available, as well as video demonstrations to walk you through various features of the site. Let's get started!

Logging in

New hires will receive a system generated email. Please follow the prompts in that email to access the eStratEx website. For existing employees, to access the eStratEx website go to this link: <https://estratex.com>. Once there, enter the site using your login information. Your Company Code is OCRAPayroll.



StratEx
Powered by stratex

English Español

Username
Username

Password
Password

Company Code
stratex

I forgot my password. Log in

First time? Register your account.

AICPA SOC

The default settings for your log-in:

User Name: first initial of your first name, complete last name. This is not case sensitive.

Example: for Jane Demo, her User Name would be: jdemo

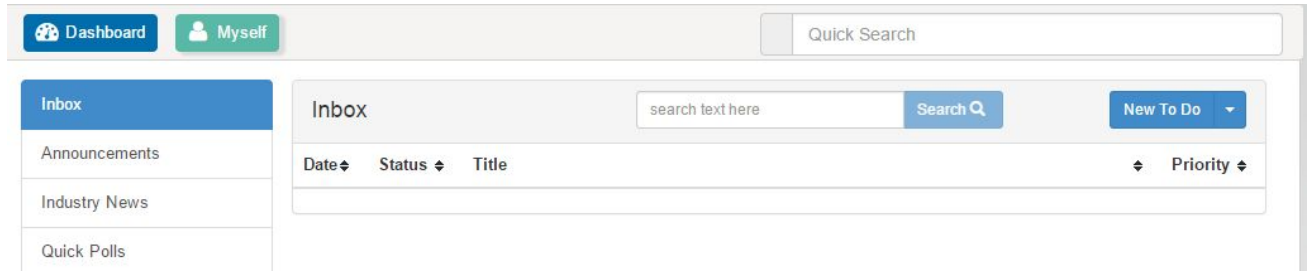
Password: first initial of your first name in CAPS, complete last name in lower case, the last four of your SSN, and the symbol: \$. This is case sensitive.

Example: for Jane Demo, if her SSN was 555-44-1234, her password would be: Jdemo1234\$

Company Code: OCRAPayroll

Dashboard

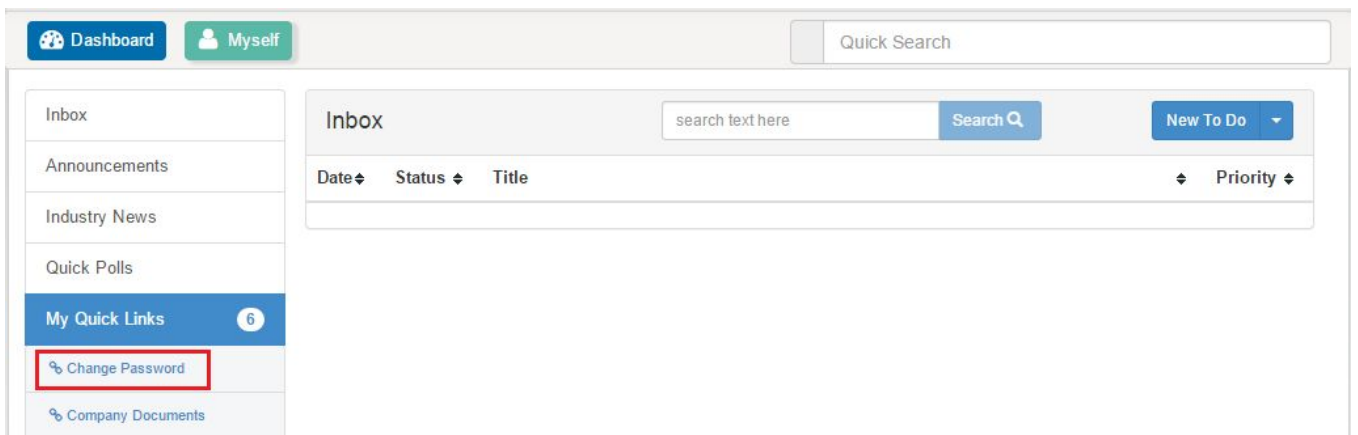
When you log in, you will be brought to the Dashboard. The Dashboard serves as the site's home page. It may contain several company related items: Company Announcements, Upcoming Events and Quick Links.



My Quick Links

There are a few Quick Links on the left side of the Dashboard that will take you to common areas of the site.

Changing Your Password



After you log into the site the first time, and on a regular basis thereafter, you should change your password for security reasons. To do this, click on the link listed under 'My Quick Links' (see above) that says: Change Password.

Change My Password

You must create a strong password which requires a minimum of 8 characters, one upper case letter, one lower case letter, one number and one special character. Acceptable special characters include: @, #, \$, %, ^ and &.

Current Password

New Password

Confirm Password

First, enter in your current password and then choose a new, strong password that follows the instructions on the page. To be considered strong, you must include at least one of each category:

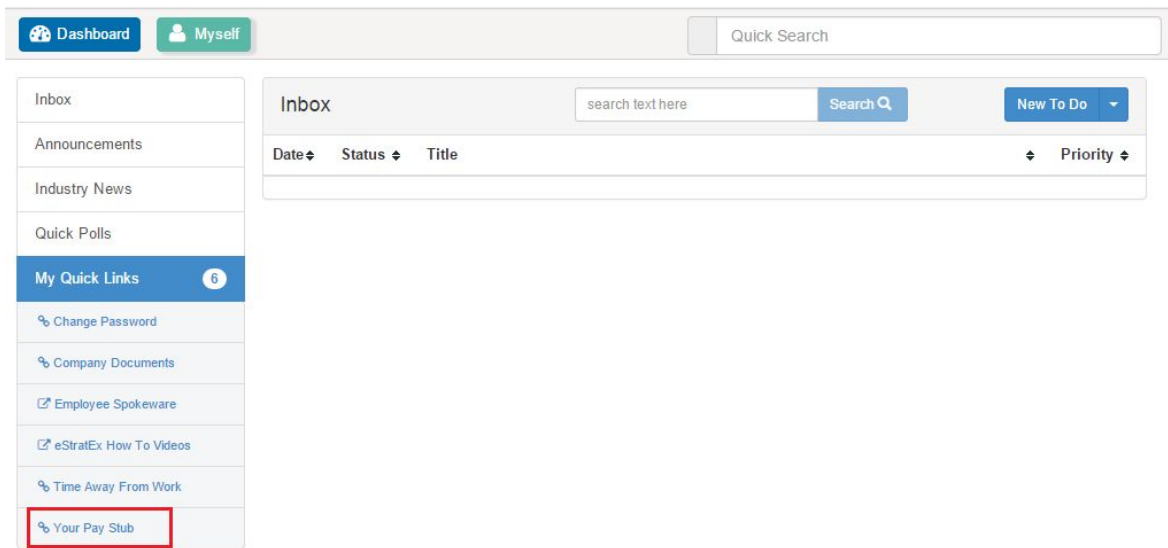
- ◆ Upper Case
- ◆ Lower Case
- ◆ Number
- ◆ Special Character, limited to: @, #, \$, %, ^ and &.

Once you have successfully chosen a new password, you will get this green bar indicating success:



Accessing Pay Stubs

You can quickly access your pay stubs by clicking on the Dashboard Quick Link 'Your Pay Stub':



You will have the option to view or download all the pay stub details in the given table. **To view or download an individual pay stub, click on the view or download button next to the check date in the rightmost column.** You can filter by date range, or FEIN and will have the option to either view/download a detailed or summarized version of your pay history.

You can also view Pay Stubs by navigating to the **Myself Tab > Pay > Pay History**