1. Enter [www.xcelhr.com](http://www.xcelhr.com)  in your web browser

1. Click on ***Employee*** and the Employee Level Login screen will display.

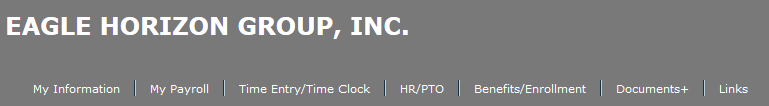


3.   Enter your Login/User ID (*case sensitive*) XPD + your Employee ID (ie. XDPxxxxxxx).

4.   Enter your password.

5.   Click the **Log In** button.

6.  Choose **My Payroll**from the menu options.



7. Choose **Check History** to view all pay stubs.

