

DATA SERVICE CENTER, INC.

**4037 Monroe St.
Toledo, OH 43606**

“YOUR PAYROLL PROFESSIONALS”

Employee Self Service

- **Go to www.dscpayroll.com**
 - Go to “RESOURCES”
 - Select “LOGIN”
 - Under the Employee section, select “Paychecks/W-2s”
 - If you have not registered or have been reset by your employer, select “Register/Reactivate your account”:
 - Client ID # 5000973
 - The system will walk you through the rest of the registration process.
 - If you have registered, enter your login information
 - Client ID # 5000973
 - Username / Password
 - After logging in you will have the following options.
 - View Earnings History
 - By Month, quarter, or get YTD totals
 - View Check Stubs
 - View Benefit Info
 - View vacation and sick time hours
 - View W-2s (*once we have processed W-2s for your company*)
 - Selecting “MY PROFILE” gives you the opportunity to change:
 - Email address
 - Username
 - Password
 - Security questions
- **ALWAYS SELECT “LOGOUT” WHEN DONE**