

Creating an Account on PaperlessEmployee.com

Non-Active SFASU employees

Begin by accessing SFA's site at: <https://www.PaperlessEmployee.com/SFASU>

1. Select the **'Create Account'** button to begin the process.

Select a language: English Français Español

Welcome, ACA Demo Employees

Login

User ID:

Password:

Login

[Forgot User ID or Password](#)

Create an Account

If this is your first visit to the site, you must create an account to access your employer's services.

Create Account

This site is an employee self-service portal for:

2. Enter your Social Security Number, Employee ID/CID, and the first 3 letters of your last name.

NOTE: If your last name contains 2 or less letters, input only those letters. Do not use any punctuation.

If you cannot recall your Employee ID/CID, please call the SFA Human Resources department at (936) 468-2304. Provide your name and social security number and staff will provide your employee ID/CID after verifying your identity.

Human Resources Department

Hours: Monday- Friday 8:00 am- 5:00 pm CST

Phone: (936) 468-2304

3. Click the **'Authenticate & Create Account'** button.

Create a New Account

Account Authentication

Your **SSN, Employee ID and First Three Letters of Last Name** are required to validate your secure account access.

SSN

 Show

Please enter your 9 digit Social Security Number without dashes.

Employee ID

 Show


Employee ID

First Three Letters of Last Name

 Show

Do not include spaces, dashes, or apostrophes

☐ I'm not a robot



reCAPTCHA
Privacy • Terms

Authenticate & Create Account

4. Create your **'Account Name', 'User ID', and 'Password'** for future access to the site. Once you have completed all the details on this screen select the **'Create Account'** button.

Create a New Account

Account Name

The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name *

Middle Name

Last Name *

Create Your Username

Choose a User ID *

User ID must be 6-15 characters using only letters and/or numbers.

Create A Password

- Is case sensitive
- May not contain your User ID
- Must be 8-15 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password *

Password Strength

Confirm New Password *

Create Account

Make sure you save your User ID and Password in a safe place, as they will be required from this point forward to access the system.

5. Enter responses to three personal **'Security Questions'** and click **'Save Security Questions'**.

Create a New Account

Security Questions

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

Question 1 *

(Select a question)

Answer Question 1 *

Question 2 *

(Select a question)

Answer Question 2 *

Question 3 *

(Select a question)

Answer Question 3 *

Save Security Questions [Reset Questions](#)

6. Enter your **'Contact Information'**. The options can vary and may include any one, or all of the following:

- Email Address
- Alternate Email Address - *optional*
- Cell Phone - *optional*

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

Email Address

Please enter your primary email address.

Retype Email Address

Validate Email

Alternate Email Address

Please enter an optional secondary email address.

Retype Alternate Email Address

Cell Phone

(Select a carrier)

By providing your cell phone number you are authorizing us to send you SMS messages relating to your 1095. To unsubscribe return to PaperlessEmployee.com and select a different notification method.

Test Text Message

NOTE: This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

7. Next, you are required to validate your email. Click **'Validate Email'**.

Please enter your primary email address.
Retype Email Address must match Email Address

Validate Email Address

Enter the Email Validation Code

Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: *

Submit

The validation code will be sent within a few minutes in an email to the email address you entered.

Dear Test Employee,

Please enter the following verification code on the screen to confirm validity of your email address. Your verification code is:

UWU44BNN

Your code will be different but will look similar to this.

This code is only valid for the next 15 minutes.

Please add the "PaperlessEmployee.com" domain to your email safe senders list.

Sincerely,
PaperlessEmployee.com

To stop receiving notifications from PaperlessEmployee.com, please click [unsubscribe](#).

PLEASE NOTE: Unsubscribing means you will not receive future notifications.

This unsubscribe link expires at 3/18/2016 8:46:57 AM Eastern Time.

8. Enter the code from the email and click **'Submit'**.

Validate Email Address

Enter the Email Validation Code

Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: *

Submit

9. You may now select an electronic delivery option for your 1095-C (Affordable Care Act (ACA) Statement) , select **'Save Notification Option Settings'**

Electronic Statement Notification Options

If you are eligible for a 2015 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?

☒ Yes
 ☐ No

Primary Email Address	Alternate Email Address	Text Message
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit www.irs.gov/aca

By choosing **YES**, you agree to the following:

1. You will be notified when your form is available.
2. You will need to download a pdf file and print your form, it will not be emailed to you.
3. You will **not** receive a paper/postal copy.
4. This registration will be carried over from year to year unless you choose to withdraw your consent.
5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.

If you do not have software installed on your computer for viewing PDF documents, you can download the free [Adobe® Reader®](#).

10. When finished, click **'Save Notification Option Settings'**.

Save Notification Option Settings

Cancel

11. You have now created an account. You may **'Logout'**.

