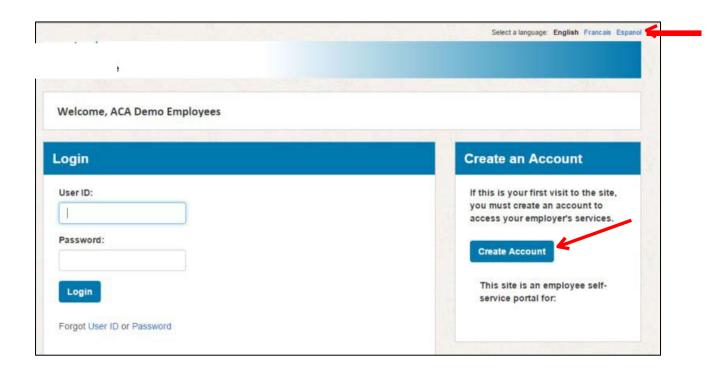
Creating an Account on PaperlessEmployee.com Non-Active SFASU employees

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

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



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.

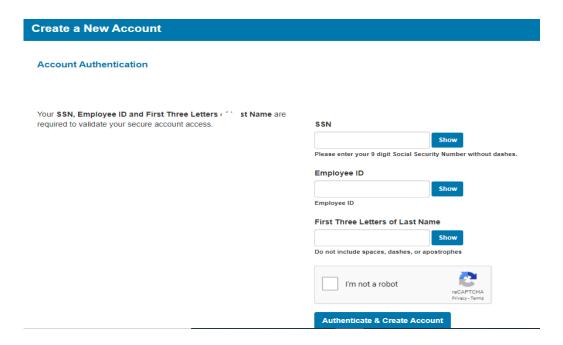
If you cannot recall your Employee ID/CID, please call the SFA Human Resources department at (936) 468-2304. Provide your name and social security number and staff will provide your employee ID/CID after verifying your identity.

Human Resources Department

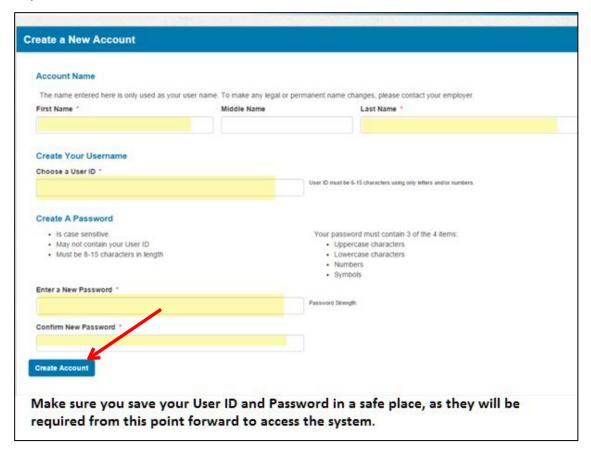
Hours: Monday- Friday 8:00 am- 5:00 pm CST

Phone: (936) 468-2304

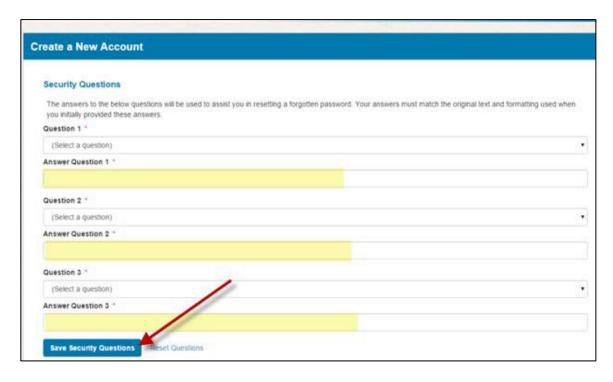
3. Click the 'Authenticate & Create Account' button.



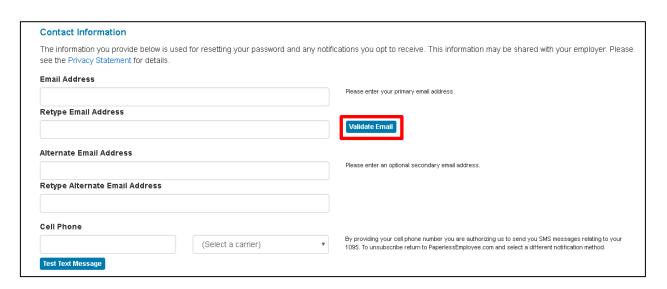
4. Create your 'Account Name', 'User ID', and 'Password' for future access to the site. Once you have completed all the details on this screen select the 'Create Account' button.



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

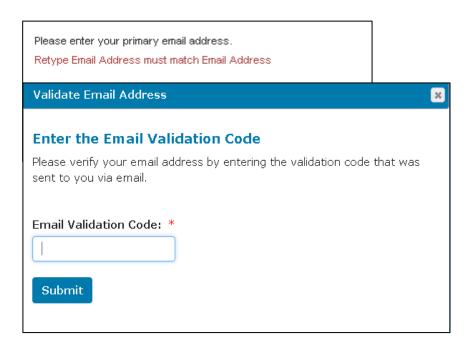


- 6. Enter your 'Contact Information'. The options can vary and may include any one, or all of the following:
 - Email Address
 - Alternate Email Address optional
 - Cell Phone optional

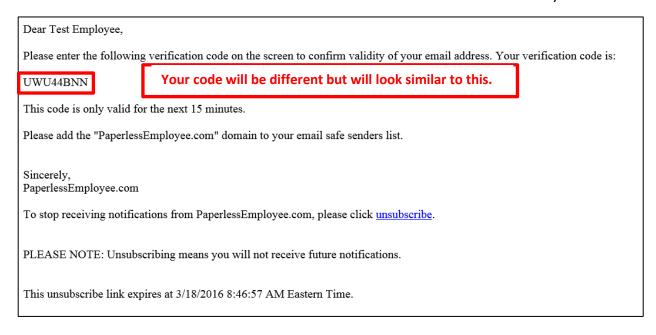


NOTE: This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

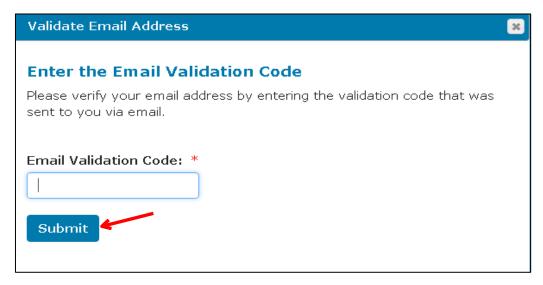
7. Next, you are required to validate your email. Click 'Validate Email'.



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



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



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



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

