



## Virtual Mail Room Instructions: Accessing Pay Stubs & W-2s

Virtual Mail Room (VMR) is a new method that Savers Admin has adopted for sending **pay stubs and W-2s to employees**. VMR allows employees to easily print and/or save their pay stubs, and W-2s each pay period instead of having to log onto an online system.

VMR will send employees their pay stubs in a password protected .pdf document each pay period. Upon opening this document, employees will see a request for a password similar to the image shown below. The employee's **PASSWORD** is the **last four digits of their social security number, plus an asterisk, plus their lowercase first and last initials** (the first letter of their first name plus the first letter of their last name). The initials will be in lower case letters. *Example: If their name is John Robert Smith and their social security number is 123-45-6789, then their default password will be 6789\*js.*

