

User Navigation from Comdata Cardholder Web to USVerify Paystub

1. Users will log in to Cardholder Web and select "Paystub" from the "Banking" menu.

The screenshot shows the Comdata Cardholder Services website. The header includes the Comdata logo and "Cardholder Services". The navigation menu has "Banking" selected, which has opened a dropdown menu with options: "Direct Deposit", "ATM Locator", "Allpoint - Surcharge Free Network", and "Paystub". The "Paystub" option is highlighted. Below the menu, the "Cardholder Information" page is displayed, showing the following details:

Cardholder Name:	0205PAYE A 0205STUBE
Cardholder Reference Number:	100074037
ID Number:	254721
Cardholder Status:	ACCOUNT OK
Available Balance:	0.00
Currency:	US DOLLAR
Language:	ENGLISH
Country:	United States

Below the information is a table of card details:

Card Number	Card Type	Card Status
XXXX-XXXX-XXXX-1698	BRANDED SIGNATURE DEBIT CARD	Card OK

At the bottom of the table are navigation buttons: "First", "Previous", "PAGE 1 OF 1", "Next", and "Last".

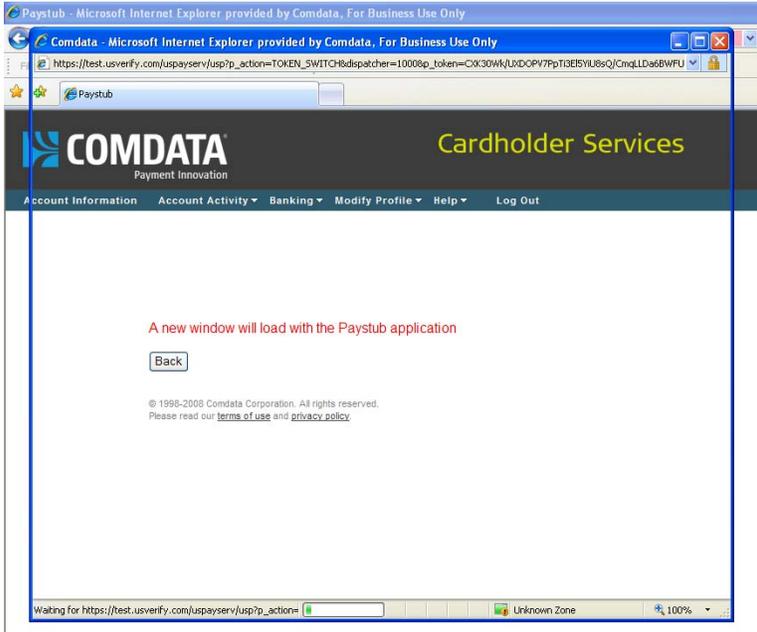
- 1a. If the paystub is not setup, user may see this or a similar error message.

The screenshot shows the Comdata Cardholder Services website with an error message displayed. The error message is:

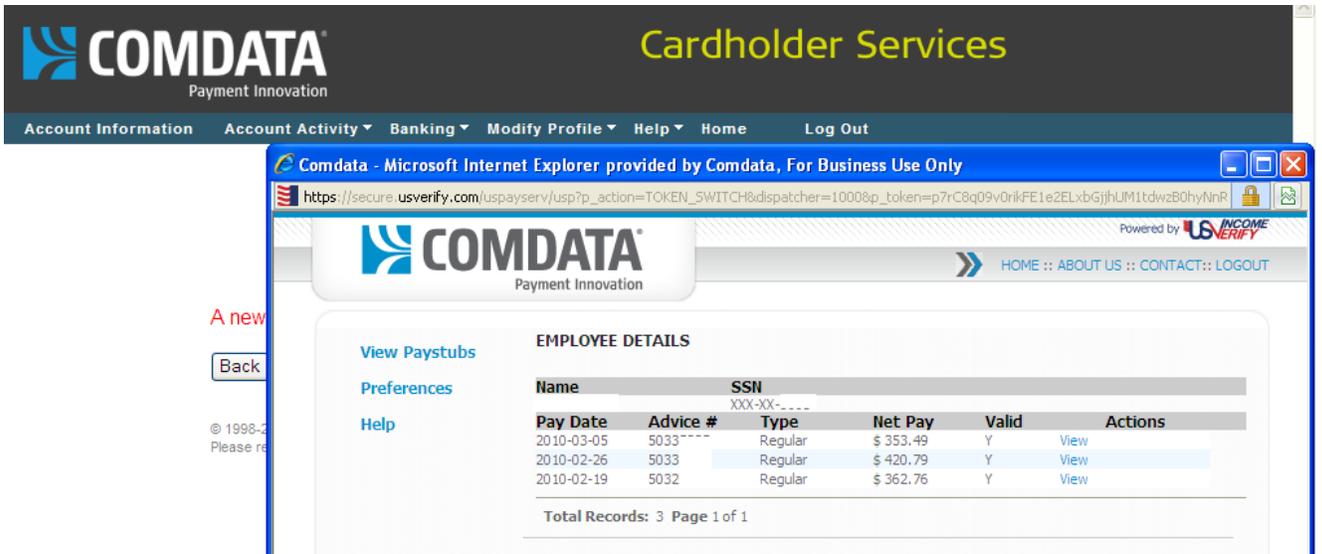
Error. Your company is not currently subscribed to this service.

Below the error message is a "Back" button.

2. A new window will load with the Paystub application as the user is being re-directed to the Comdata branded USVerify paystub site in a new browser window.
 - a. **NOTE** that popup blockers will interfere with this. Remind users to disable the popup blocker feature or allow popups from this site.
 - b. **NOTE** that Comdata Cardholder Web will still be open in the old browser window. User should log off from both browser windows separately.



3. Upon successful validation on the USVerify paystub site, the Employee Details screen appears. Click "View" on this screen or the "View Paystubs" link to bring up paystub detail.



4. "Preferences" – Employee can choose preferences for email/SMS text message delivery of notification that a new paystub is available for their review.

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EMPLOYEE PREFERENCES

To receive your paystub by email, please enter your email address below.

Email Address

Enter your cellphone number and provider to receive your paystub via text message.

Cellular Number

Cellular Carrier

5. "Help" – **NOTE** that PIN is N/A for users.

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Home :: About Us :: Contact: Logout

HELP INDEX

Lost PIN/ Locked Account
US Payserv Web Site
Point of Sale Terminal
US Payserv IVR (Phone)
Pay Stub by Email
Pay Stub by Text Message

Lost PIN/ Locked Account

- To have your account unlocked or PIN reset to its default settings please contact your manager.

[Top](#)

US Payserv Web Site

- Go to <https://www.uspayserv.com>.
- Enter your username (in most cases this will be your social security number).
- Enter your PIN.
- Enter your employer code.
- Click View next to the pay stub you wish to view.

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6. "Logout"

- a. Reminder: User must log out of both the USVerify AND Comdata sites when they are finished.
- b. Currently, USVerify logout returns the user to the USVerify Home/Login screen. Users will NOT log in from this screen.

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Home About Us Contact

Comdata provides **fast, secure, accurate,** and *real time* distribution of pay advice information, 24 hours a day.

User Login

If you are already a user of Comdata services, you can quickly login here.

Username:

PIN:

Employer Code:

[Forgot your PIN?](#)

Get Started Today

If you are ready to look into outsourcing your delivery of electronic paystubs or other payroll services, let us show you how we can help your organization remove the burden of generating and delivering paystubs. [Contact us](#) for more information.

Go Green! Go Paperless!

According to the American Payroll Association, there are more than 156 million wage earners in the U.S. That means more than 3.7 billion paychecks are distributed each year! Join others who have already discovered how Paperless Pay can eliminate the cost of printing and distributing pay stubs to employees. Employees also benefit by the time they save on trips to the bank and the security of having their money available when they need it.

7. "Login Expired" – Logs out after 15 minutes of inactivity. **NOTE:** User is still logged in to Comdata Cardholder Services.

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HOME :: HELP

LOGIN EXPIRED

The Comdata site uses a security feature that automatically logs you out from your session after 15 minutes of inactivity. This is a benefit which helps protect the privacy and security of your data, in case you forgot to log out of the Comdata site yourself. You may login again to continue your session.