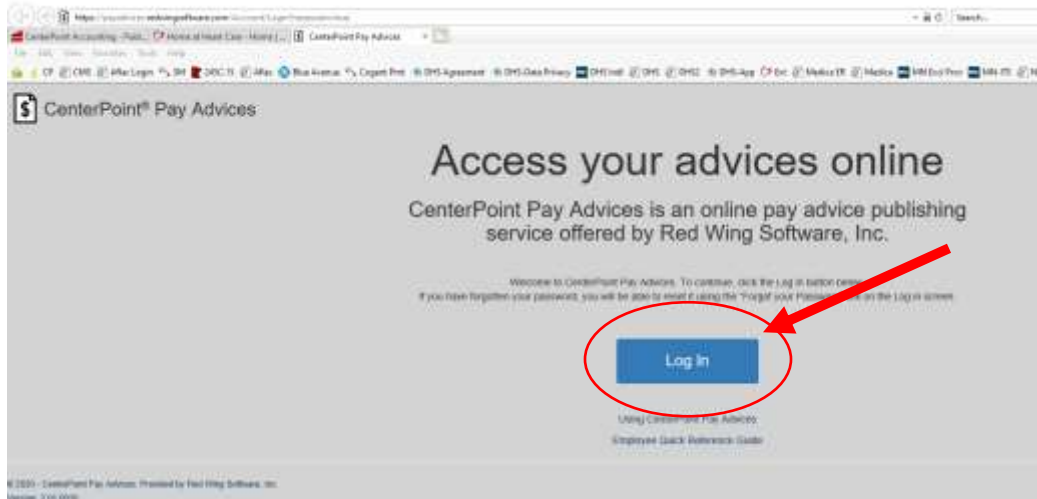


Online Pay Advices (Paystubs) Directions

Open “Welcome to CenterPoint Pay Advices” email from noreply@redwingsoftware.com

Click on the link: <https://payadvices.redwingsoftware.com>.

Click on the Log In button (see below)



For first time user, click on “Create one!”

Under the Create Account box, enter your First Name, Last Name, Email, Confirm Email, Password, Confirm Password

Password Must:

- Have at least one lower case character
- Have at least one number
- Be at least 6 characters
- Be no more than 25 characters

Complete your registration – check your email for the confirmation link to proceed

Once your email has been confirmed, go to

<https://payadvices.redwingsoftware.com>

Click on Login

Enter your email and password

In the account Setup – it will prompt you to provide the company code, employee code & Last 4 Digits of your SSN. Please refer to the initial welcome email for the Company Code & Employee Code (it should be a 4 digit code).

Account Setup

Linda, welcome to CenterPoint Pay Advices. Before you can access your pay advices we must first complete your account setup:

Create a new account.

Company Code ⓘ

Employee Code ⓘ

SSN (Last 4 Digits) ⓘ

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Version: 2.01.0010

Welcome to CenterPoint Pay Advices Inbox x

noreply@redwingsoftware.com

to me ▾

Linda K. Engen,

Your employer, Home at Heart Care, Inc., has given you online access to view your pay advices. The first time y

Company Code: 985615

Employee Code:

The last 4 digits of your Social Security Number (SSN)

Please follow the instructions below to complete your registration:

1. Click this link: <https://payadvices.redwingsoftware.com>.
2. Click Log In.
3. Login options:

Q: I didn't receive a welcome email.

A: If an employee didn't receive a specific email, they should look in their Spam or Junk mail folders for the missing emails. This can happen if the employees email software categorizes the emails from the Publish Pay Advices service as junk or spam. To alleviate this from happening, employees should go into their email software and add noreply@redwingsoftware.com as a contact. All emails sent from CenterPoint Publish Pay Advices will come from that email address. Once an email address is added as a contact, it should normally be received into their in-box.

Alternatively, if an employee is familiar with marking a domain as safe in their email software, the @redwingsoftware.com domain can be added as a safe domain.

If you are unable to locate the email, please contact H@HC office to determine if we have the correct email address listed.

Q: How can I change my password in CenterPoint Pay Advices online?

A: An employee can change their password in CenterPoint Pay Advices online by following the steps below:

1. From a web browser, enter **<https://payadvices.redwingsoftware.com>**
2. In the upper-right corner, click the down-arrow next to your name, and then select **View Account**.
3. Click **Change Password**.
4. An email will be sent to your current email address.
5. Open the Red Wing Software Change Password email and click the **[here](#)** link.
6. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

Q: I forgot my password, Can H@HC look it up for me?

A: To ensure passwords are protected, we do not have password look ups available. If an employee is unable to remember their password, they can reset their password online in CenterPoint Pay Advices.

To retrieve a forgotten password:

Start CenterPoint Pay Advices, click **Log In**, and then click the **Forgot your Password?** link.

Enter your **Email address** and click **Email Link**.

An email will be sent to the address the employee provided.

Open the Red Wing Software Reset Password email and click the **here** link.

To reset your password, enter your **Email**, new **Password**, and **Confirm Password**, and then click **Reset**.

Q: Will employees be notified when a new pay run is published?

A: Yes. Each time a new pay run is published, employees will receive an email from noreply@redwingsoftware.com on the payrun date at 12 AM. The text of the e-mail will be similar to this:

George T Aspen,

Your latest pay advice is now available for viewing online at

<https://payadvices.redwingsoftware.com>.

This is an automated message from 'noreply@redwingsoftwae.com', please do not respond to this e-mail address. If you have questions or concerns, please contact 'H@HC Payroll" at payroll@homeatheartcare.com'.

Q: What do I need to do if my email changes?

A: Please notify H@HC payroll at payroll@homeatheartcare.com so we may reset your email. Once your email has been reset you will need to register by creating a new account using the updated email address, please watch your email for the new welcome letter.