



United Supermarkets has made it easy for you to access your paystubs and W2 online! This guide provides information to log in, access your paystubs or W2, manage your profile and set up automatic delivery of paystubs to your email. You may also text or fax your paystub on demand.

### New Features:

- **Enhanced Security** – You will be asked to provide additional information to keep your account secure
- **Select a new web username** – After your identity is verified, choose your own unique web username
- **Paystubs & W2s in one place** – One login to get to your paystubs and W2s
- **Manage your profile** – Keep your email, contact information, and password up-to-date
- **Online Help** - Simple online help when you need it in a pop-up window

### Online Services Center - Login

Two access points to Login to your account:

From [www.globalcashcard.com](http://www.globalcashcard.com):

From your existing web bookmark or employer link:

**log in**

Username

Don't have an account?  
[Sign up now!](#)

Password

Did you forget your username or password?  
[Recover it here.](#)

Login with your current username and password.



## Step 1 - First Time Logging In?

First timers, if you haven't set up your account, go to [New User? Setup MY Account](#) or [Sign Up Now!](#)

## Create New Account: Non-cardholders click "No"



[Help](#)

### Create New Account

Do you have a card with us?

[Cancel](#)

[Contact Us](#)

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## Non-Cardholder Account Setup

Enter your Last Name and unique identifier used by your company. For United Team Members, your unique ID is your Team Member number.

### Non-Cardholder Account Setup

Please enter your unique identifier used by your company to verify your identity and begin account setup.

Last Name:

Unique ID:

(ssn, employee id)

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## Step 2 - Non-Cardholder Account Setup

After your identity is verified, your social security number, if provided, is no longer needed. Select a username and password to use to login to your account. Email is not required, however, email will be unconfirmed until you check email and click the link sent to you. Providing email allows you to use the password recovery feature.

### Non-Cardholder Account Setup

Help

We need some additional information to setup and secure your account. Choose a username and password to access your online account. You must enter a valid email address to complete the setup process. (\*All fields below are required)

Name: TINA DOG

SSN: xxx-xx-2222

Employee ID:

\*Username:

\*Password:

\*Password Confirmation:

\*Zip Code:

Email Address:

Email Address Confirmation:

Country: +1 United States

Phone Number:

\*Security Question 1:

\*Security Answer 1:

\*Security Question 2:

\*Security Answer 2:

\*Security Question 3:

\*Security Answer 3:

**Password Security Checklist**

- 8-20 characters
- No spaces or invalid symbols
- 1 number, 1 lower, 1 upper case letter
- Not same as user name
- Confirmation matches

Provide the following information:


- Username: *(required)* If your username is not unique, you will be prompted to choose another.
- Password: *(required)* Requirements for passwords are shown at the bottom of the account setup screen.
- Zip Code: *(required)* All users must provide a valid zip code.
- Email Address: You must have access to this email account in order to complete setup.
- Country: Select your country.
- Phone Number: *(Optional)* In the event we need to contact you, and is not used for sales calls or provided to other companies.
- Security Questions/Answers: *(required)* Select 3 different security questions and answers. Select questions with answers you will remember.

Click "Save User" to finish setting up your account.



## Step 3 - Non-Cardholder Login

If email was provided, you will receive the following confirmation. You will be able to login to your account, however your email will be unconfirmed until you check email and click the link provided.

Help 

Congratulations, you're account has been set up! We have sent you a confirmation email with a link to validate your email address.

[Click Here](#) to log in.

[Contact Us](#)

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You will be able to login without confirming your email. Your Account Settings will show an unconfirmed email. Click the link you received in email to confirm setup

### Email

Current Email Address: (None)

You have requested to change your email address to @ .com. An email has been sent there to make sure it is a valid address.

[Resend Confirmation Email](#) | [Cancel Request](#)

If no email was provided on set up, you will receive a confirmation message to login.

Help 

Congratulations, you're account has been set up!

[Click Here](#) to log in.

[Contact Us](#)

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## **Paystubs**

To view your paystubs, click the "Paystub" tab in the top menu. In the "Paystubs" box on the right, click the date for your desired paystub.

Paystubs for: Test 2 Test 2
Pay Period
<a href="#">Apr 23, 2009 - Apr 29, 2009</a>

It will display in the same area, as shown below. You can also send this paystub to yourself using email, text, or fax by entering the appropriate information at the bottom of the paystub.

In the "Automated Delivery Options" box on the left, choose to have your paystub automatically delivered to you via email, text message (abbreviated), or fax when it is posted.

**Paystub****W2****Account Settings**

## HAZEL BURKS - List Paystubs

[Help](#) 

### Automated delivery options

Send via email:

 Yes  No

Email address:

Send via text message:

 Yes  No

Mobile Phone number:

Mobile Phone provider:

Send via fax:

 Yes  No

Fax number:

### Paystubs for: HAZEL BURKS

#### Pay Period

You currently do not have any paystubs to view.

[Contact Us](#) | [Sign Out](#)

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To download your paystub to your computer, use your browser File, Save As... feature. To print your paystub, use your browser Print feature or click the "Print" button at the bottom of the paystub.

## W2s

To view your W2s, click the "W2" tab in the to menu bar. If your company has uploaded any W2s for you, you will see a list:

W-2's for: John Wayne
Year
2007 <a href="#">Page One</a> - <a href="#">Page Two</a>


### View, Download & Print

To view a W-2, click on "Page One" or "Page Two" next to the year for the W-2.

The selected W-2 page is displayed by the Adobe Acrobat Reader. If you do not already have the Adobe Acrobat Reader installed, you can download it free from the Adobe website at [www.adobe.com](http://www.adobe.com).



To download the page to your computer, use the Adobe Reader "Save a Copy" feature. To print the page, click the printer icon in the Adobe Reader window.

a Employee's social security number		Safe, accurate, FAST! Use 		Visit the IRS website at <a href="http://www.irs.gov/efile">www.irs.gov/efile</a> .		
b Employer identification number (EIN) 04-2662934		1 Wages, tips, other compensation		2 Federal income tax withheld		
c Employer's name, address, and ZIP code  Acme Employment 100 Elm St. San Diego, CA 12345		3 Social security wages		4 Social security tax withheld		
		5 Medicare wages and tips		6 Medicare tax withheld		
		7 Social security tips		8 Allocated tips		
d Control number 6		9 Advance EIC payment		10 Dependent care benefits		
e Employee's first name and initial      Last name      Suff.  John Wayne 13 SUNNY ST BROCKTON, MA 02301		11 Nonqualified plans		12a See instructions for box 12		
		13 Statutory employee      Retirement plan      Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b		
		14 Other		12c		
				12d		
f Employee's address and ZIP code						
15 State CT	Employer's state ID number 2342343	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name



## Account Settings

Keep your email address and phone number up to date or change your password.

[Contact Us](#) | [Sign Out](#)

Paystub	W2	<b>Account Settings</b>
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Help

### Profile

**Name:** Hazel Burks  
**SSN:** xx-xxxx-4000  
**Employee ID:** xx-xxxx-4000  
**Username:** HBurks  
**\*Zip Code:**   
**Country:**   
**Phone Number:**

### Email

**Current Email Address:**

You have requested to change your email address to . An email has been sent there to make sure it is a valid address.

[Resend Confirmation Email](#) | [Cancel Request](#)

### Password

**Current Password:**

**New Password:**

**Password Confirmation:**

Your name, SSN, employee ID, and username cannot be changed using this form. You must contact Customer Service if any of these values are incorrect or need to be changed.

Update your zip code, email address, country, password, or phone number and click "Save User" to save your changes.

## Online Help

Please click the Help icon in the upper right corner, or call Global Cash Card Customer service: 1 (866) 395-9200.