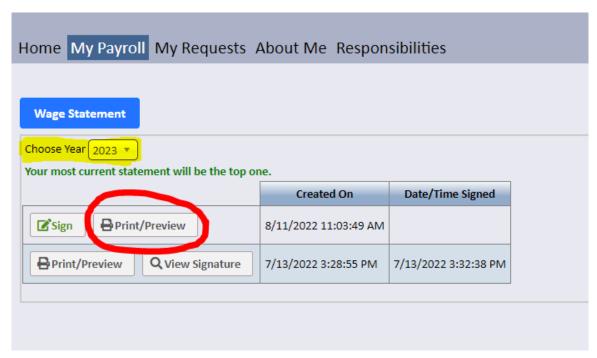1. Once logged in to SmartER, click on "My Payroll" at the top navigation screen
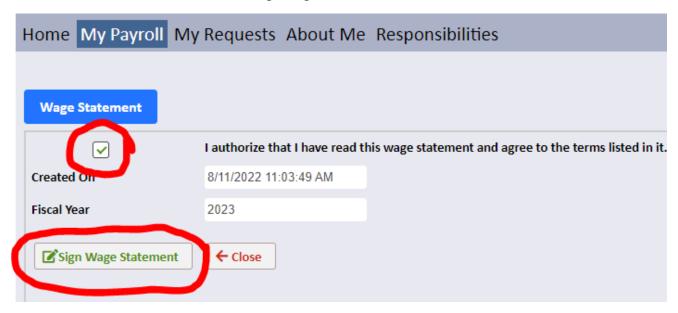

2. Click on "Wage Statement" on the right-hand side navigation list
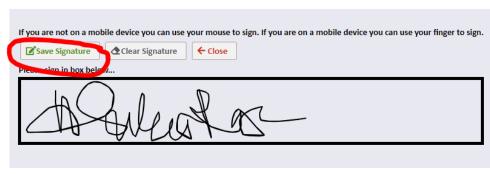
3. Make sure the current fiscal year is selected in the year drop-down menu.
   Click Print/Preview to review the wage statement information.

4. If all looks good, go back to the wage statement screen and click "Sign" to sign electronically.
   Check the authorization box and click "Sign Wage Statement"

5. Sign in the box and click "Save Signature"

6. Enter the information requested and click "Verify"

Please complete the following information and click Verify to validate your identity.

Current Password: ●●●●●●●●●●●●

Last four digits of your SSN: ●●●●

✔Verify   ←Close

Fields with a colored background need to be entered before saving.

7. YAY! You did it!

GOOD JOB