

# CenterPoint® Publish Pay Advices

## Important Information

If you previously registered with CenterPoint Employee Portal or CenterPoint Time Clock, you can log into Publish Pay Advices with the same username and password. The steps in this section are not required.

If your employer provides you with a Company and Employee Code to register with CenterPoint Employee Portal, the following steps should be completed once to register.

### Step 1:

- » From a web browser, enter **<https://payadvices.redwingsoftware.com>**.
- » Click **Log In**, and then on the Log In screen, click **Create One!**
- » Enter your **First Name** and **Last Name**. Enter an **Email** address and a **Confirm Email** (must match).
- » Enter a **Password** and **Confirm Password**. Click **Create**.

### Step 2:

- » Check your Email for a Complete your Registration email from Red Wing Software, from the email, click the **[here](#)** link.
- » From the **CenterPoint Pay Advices** screen, click **Proceed**. Enter the **Company Code** and **Employee Code** from your employer, and the last 4-digits of your **Social Security Number**.
- » Click **Submit**.

## Start CenterPoint Pay Advices

- » From a web browser, enter **<https://payadvices.redwingsoftware.com>**.
- » Click **Log In**. Enter your **Email** and **Password** and click **Log In**.

## View Available Advices

- » Start **CenterPoint Pay Advices**.
- » The current system Year will display. If you need to view a previous year, select the year from the drop-down list.
- » Select a pay advice and click **View**.

**Note:** The functionality of each web browser is unique, therefore the instructions for downloading and printing the pay advice are in a general format as the steps will be different in each web browser.

## Download and Save the Pay Advice

- » Locate a download button or download menu selection.
- » Some web browsers will save the pay advice file to a default location on your computer, while other web browsers will prompt you to select the location and file name.

## Print a Pay Advice

- » Locate a print button or print menu selection.
- » Most web browsers display a screen from which you can select the printer to print the advice to and the number of copies to print.
- » Locate the selection that starts the printing, for example a print or ok button.

## Log Out of Pay Advices

- » In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

## Change Your Password

- » Start CenterPoint Pay Advices. In the upper-right corner, click the down-arrow next to your name, and then select **View Account**.
- » Click **Change Password**.
- » An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the **[here](#)** link.
- » Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

## 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 you 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**.

## Register Additional Companies

- » Start CenterPoint Pay Advices. In the upper-right corner, click the down-arrow next to your name, and then select **Settings**.
- » Click **Register** next to your current Company.
- » Enter the **Company Code** provided by your employer, and your **Employee Code**.
- » Click **Register**.

## Change Notification Email/Enable Text

- » Start CenterPoint Pay Advices. In the upper-right corner, click the down-arrow next to your name, and then select **Settings**.
- » **Enable Text Message Notifications** - Click **Change** next to **Text Notifications** and follow the on-screen instructions to add/change your phone number and enable text notifications.
- » **Email Notifications** - Click **Change** next to your current email. Enter your new **Email Notifications** email.

## Change Log In Email /Unregister a Company

- » Start CenterPoint Pay Advices. In the upper-right corner, click the down-arrow next to your name, and then select **Settings**.
- » Click **Unregister** next to your current Company.
- » Confirm the **Company Code** provided by your employer.
- » Click **Unregister**.
- » To create a new account using a new email address to log into CenterPoint Publish Pay Advices, follow the Important Information section at the beginning of this document to register using the new email address.

## Change Companies

- » Start CenterPoint Pay Advices. In the upper-right corner, click the down-arrow next to your name, and then select **Change Companies**.
- » Select the **Company** you want to view advices for.
- » Click **Select**.