

CenterPoint® Pay Advices

Important Information

Your employer will provide you with a Company and Employee Code that are necessary to register with CenterPoint Pay Advices. 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 **Pass-word**, 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**.

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.
- » Enter the **Company Code** provided by your employer, and your **Employee Code**.
- » Click **Unregister**.

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**.