

Welcome to SPMI Online

Employee Login Instructions

Accessing SPMI Online will allow you to access your personal payroll information with SPMI. You can access SPMI Online by visiting our website at www.spmihr.com. SPMI Online will allow you to view your paycheck stubs, print your W-2, and view other Year-to-Date info.

1. Login to the SPMI website at www.spmihr.com
2. Click on **SPMI Online (Formerly EZPayplus)**.



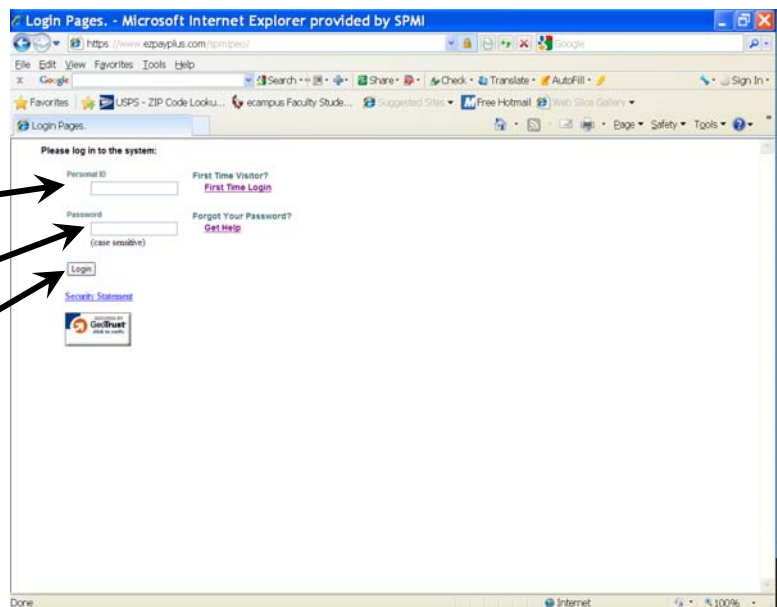
You should then be at the **Login Screen** that looks like this:

If you have previously created a Personal ID and Password to Login, enter that in the boxes. *If this is your first login please see **First Time User Instructions** to create a log in.*

If you have already created a Personal ID:
Click in the **Personal ID** box
Type in your Personal ID

Click in the **Password** box
Type in your Password

Click on **Login**

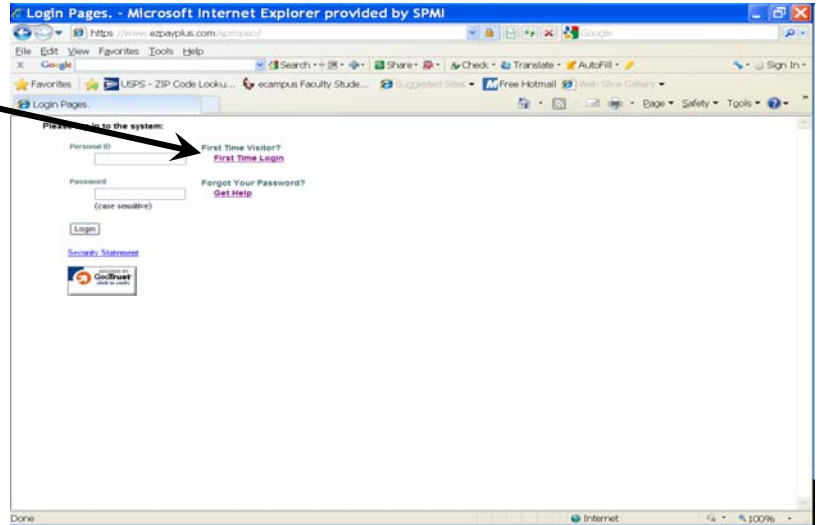


Your computer may ask you if you want to remember your Password. We urge you to use extreme caution if your computer is available to other people. If someone else logs in under your name and password, then they will have access to the same information that you have access.

If you sign in and it keeps bringing you back to the Login Screen, you may have typed in your Personal ID and/or your Password incorrectly or attempted too many logins. If it continuously brings you back to the Login Screen, please contact SPMI to have your password reset by calling 479-474-7752 or click on **Get Help** under **Forget Your Password?**

First Time User Instructions

If this is your first login, click on the “**First Time Login**” Under “First Time Visitor?” to create you Login.



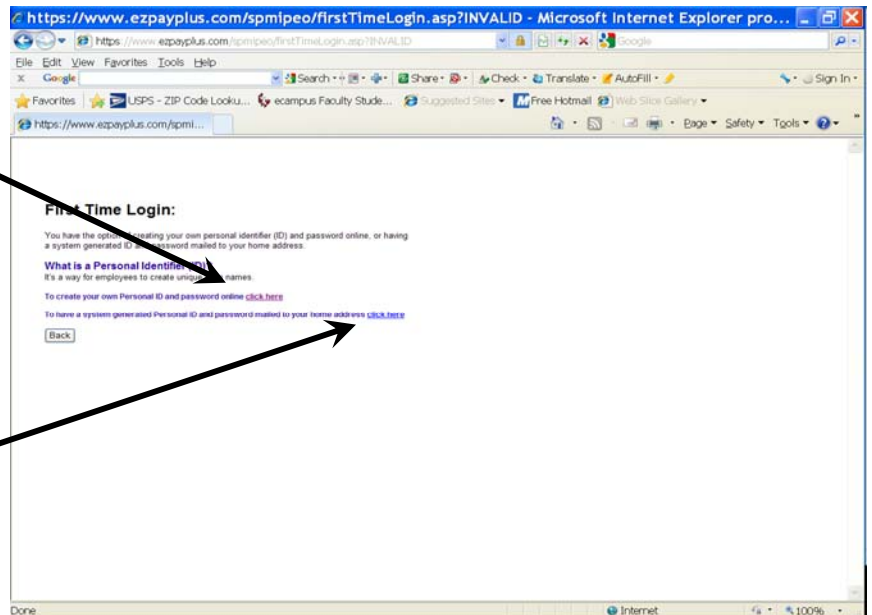
You will now be at the **First Time Login** Screen.

To Create your own Personal ID:

Click on the words [click here](#) in the sentence that says “To create your own Personal ID and password online [click here](#).”

To have your Personal ID mailed:

Click on the words [click here](#) in the sentence that says “To have a system generated Personal ID and password mailed to your home address [click here](#)”



You will now be at the Personal ID and Password creation screen:

Enter your **Social Security Number** by typing it the first box, with NO dashes.

Enter your **Date of Birth** (two numbers for month, two numbers for day, and four numbers for the year WITH slashes).

Your **Personal ID** will automatically fill in with your social security number. You can create a new Personal ID or leave it with your social security number.

Create a **Password**. Re-enter your **Password**.

Click **Submit**.

To create your own Personal ID and Password:

Please enter your social security number (with or without hyphens)

Please enter your date of birth (mm/dd/yyyy)

Create your Personal ID

You may use any combination of 4 to 50 characters as long as it is not already taken or you may use your social security number.

Create your Password

Re-enter your Password

You may use 4 to 50 characters. Using a combination of numbers and characters increases the security of your password. Do not choose something obvious, such as your name. Passwords are case sensitive.

*Required Fields

Submit Back

You will then be taken to the next screen that contains your personal information.

Your name will appear on the screen.

Welcome

Your information is current as of 1/14/2011 7:12:15 AM

GeoTrust
click to verify

Your session will time-out after 20 minutes of inactivity.

Start Page Your Info Make Changes Checks W2s Resources Log Out

Forgot your password:

- If you forget your password simply contact **John Jordan** at johnj@spmih.com or (479) 474-7752 and your password will be reset.
- If you try a wrong password more than three times you will be automatically locked out and will need to contact **John Jordan** to unlock and reset your password. You will then need to begin as a First Time Login user.

Frequently Asked Questions

How do I print last year's W-2?

Click on the **W2's** tab and select the year you need. You may have to click at the top of the screen to allow pop-ups and then click on the **W2's** tab once again and choose the year you need.

The W-2 will download and then appear on your screen. You will need to click on the Printer Icon in the Adobe Acrobat application in order to print your W-2.

If you do not see the desired year, it has not yet been uploaded (if you are looking for it prior to January 31st), or you did not have income for that year to report. If you believe there to be an error, please contact John Jordan at johnj@spmih.com.

How do I get my Year to Date information?

Click on the **Your Info** tab and then click on **YTD Info**.

I have lost my check stub, how can I get another copy?

Click on the **Checks** tab, then click on the correct **year**, then click on the **down arrow** box to view different dates, then click the **Print** button

I know my login name and password but how do I change my password?

After logging in, click on the **Make Changes** tab, then click on **Change Login**

How do I change my W-4 withholdings?

Click on the **Your Info** tab, then click on **Tax Settings** to view and then to change click on the **Change Tax Info** button. You will then have to print a copy of your W-4 and fax it to SPMI at (479) 922-8002 or mail it to:

SPMI
PO Box 6040
Van Buren, Arkansas 72956-0118

How do I find out how many vacation days I have taken this year?

Click on the **Your Info** tab, and then click on **Paid Leave**