

Welcome to EZ PayPlus Employee Login

You can access SPMI's website at www.spmihr.com.

We suggest that you add this address to your **Favorites** so you can quickly link to this invaluable resource.

Once you are at SPMI's website, click on the tab **"EZ PayPlus"** located in the center of the screen.

1. Login to the SPMI website at www.spmihr.com
2. Click on the box **"EZPayPlus"** located in the center of the screen.



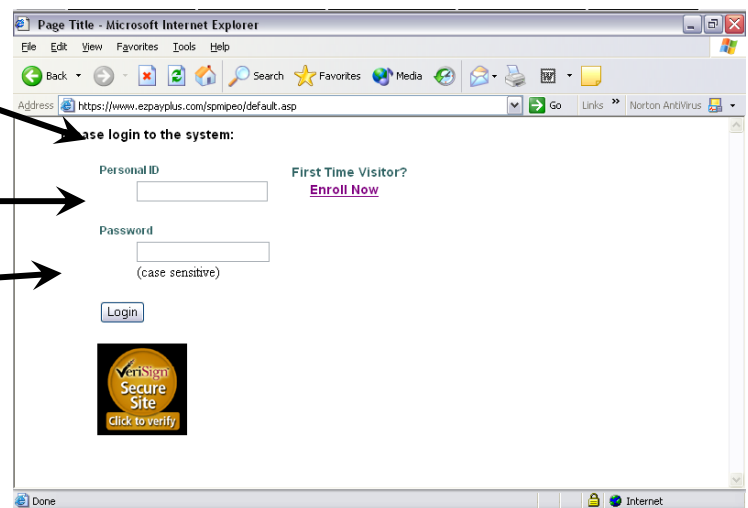
You should then be at the EZPayPlus **Login Screen**

- Use your ID and PIN number to Login (see first time user information at bottom if you are a first time user)

3. Click in the **Personal ID Box**
Type in your Personal ID

4. Click in the **Password Box**
Type in your Password

5. 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.

NOTE: If you sign in and it brings you back to the Login Screen, you may have typed in your Personal ID and/or your Password incorrectly. Retype your Personal ID and your Password and then click on Login again. If it still brings you back to the Login Screen, please contact SPMI.

- If this is your first log in, click on the “**Enroll Now?**” Under “First Time Visitor?”
- You will now be at the First Time Login Screen. You will now be able to:
 - Create your own Personal ID & Password by clicking on the **click here** next to the sentence: *To create your own Personal ID & Password online.*
 - **or** You will be able to have a system Personal ID & Password generated. If you select this option, you will have to wait until the Personal ID & Password is mailed to your home address.

If you clicked on the Create your ID & Password, you will now be prompted to enter your social security number, with or without dashes and your date of birth (mm/dd/yyyy). You will also be asked to create an ID and to select a password and verify your new password. Because the first time log in only needs your social security and birth date, we suggest that you enter your password as soon as you can. This will secure access to YOU only. Once everything is filled out click on the **Submit** button.

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 and then click on the **Printer Icon** in the Adobe Acrobat application.

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?

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) 474-2101 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, then click on **Paid Leave**