



Opening Pay Statements

User Guide (v1.0 – February 2008)

M. Bampton (mbampton@sd6.bc.ca)

Introduction

This guide will show you how to open your electronic Pay Statements.

Logging into your email

- 1) Log into your District email account (refer to the Webmail guide).
- 2) Open the email containing your Pay Statement, it will be from **sd6accounting@sd6.bc.ca** and have the title **Pay Advice for Deposit on <Date>**. It will have a PDF attachment.
- 3) Click on the PDF attachment.
- 4) You will be prompted to open or save the PDF file. Most people will choose to open the file directly.
- 5) When you open the file you will be prompted for your PIN number. Enter your PIN and your Pay Statement will be displayed.

Note: If you have forgotten your PIN contact Elva Keiver at the Administration Office in Kimberley. Phone number: 1-250-427-2245. Email: ekeiver @sd6.bc.ca