

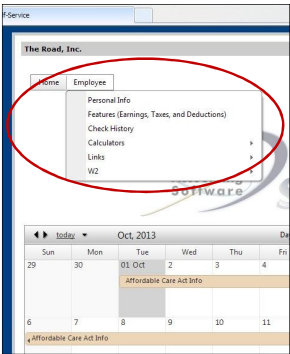
The Road Inc. Employee Web Portal

Use this portal to:

- View and print your payroll paystubs
- View and print your prior year W2s
- View and print your withholding information

1

Viewing Your Information



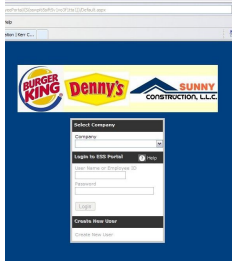
- After logging in, click the “Employee” link. A menu with your choices will appear.

(NOTE: All features may not be currently active.)

4

Getting to the Site

- Navigate to www.theroadinc.com
- Click the “Our Crew link.”
- Select “The Road, Inc. Paystub / W2 Viewer”
- This screen will appear:



2

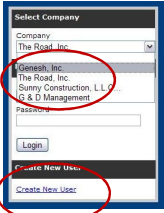
Forgotten User Name or Password?

- Notify your Manager or Area Manager.
- S/he will request a reset.
- After reset is completed register yourself following the same procedures as a NEW USER. Start by clicking the “Create New User” link.
- Follow the prompts for registering as a new user. You can reuse your previous user name and/or password if you wish.


5

Registering Yourself

Select your Company and Click “Create New User”



Complete the Required Fields*



- *Employee ID = SSN (with no dashes)
- * Passwords must be between 8 and 20 characters, have at least one capital and lower case letter, one number and one special character (@!*- \$%^()&+=)

3