



Employee Portal

Printing your pay statement in 5 EASY steps!

www.maryvillegov.com/employees



For best results, use Internet Explorer to log in to your account on any city computer...

1

Printer Icon

On your home page, you'll see your current pay statement. To print, find the printer icon located at the top of the statement. Click it.

2

Printer Pop Up Box

A printer dialogue box will appear. Click on the Print button at the bottom.

3

Check Power & Paper Supply

If the printer isn't working, check the power supply & check that there is paper in the tray.

4

Call in Backup

If the printer still doesn't work, check with your department rep or administrative assistant for help.

5

Sign Out

If that's all you need, be sure to Sign Out and you're done.

**DON'T FORGET,
ALWAYS
SIGN OUT
OF THE PORTAL
BEFORE CLOSING
INTERNET
EXPLORER!**

