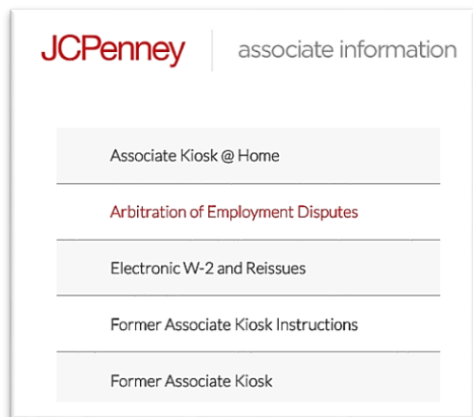


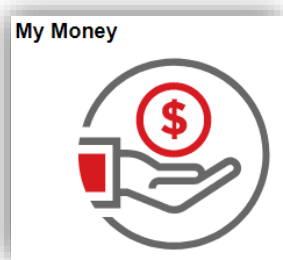
To access the Former Associate Kiosk from a personal / public computer please follow these easy step by step instructions. **You MUST have pop-ups enabled on the computer.**

Step 1: Go to <http://jcpassociates.com>

Step 2: Click on “Former Associate Kiosk”



Step 3: Read the instructions for User ID and Password. Your User ID must be 9 digits long exactly. Password - Your default password is eleven digits and uses the following convention: JCP (Upper Case), birth month (two digit), birth year (two digit), and last four digits of SSN. After initial login, the system will ask you to reset the password.



HOW TO PRINT A COPY OF A PAYSTUB

Step 4: After login click “My Money”

Step 5: To the left navigation, click “Pay”. Find the check you want to view and click anywhere on that line. You must have pop-ups enabled at this point.

You can filter the dates available in the list by clicking on the filter icon at



the top of the page.

HOW TO PRINT A COPY OF W2

The steps are the same as above, but click on “View W-2/W-2C Forms” instead of “Pay”.

Click on the line to open a PDF of your W2. If you need a different year, click the link above, “View a Different Tax Year”.