



COMPENSATION

ePay Instructions for Former Employees

All former Boise Cascade employees who left the company after April 18, 2009, and had access to ePay while employed will continue to have online access to their pay advices through www.bc.com until December 31 of the year following the end of their Boise Cascade employment. Those who left the company prior to April 18, 2009, should contact Boise HR Services at 800 237 3459 or HR_Services@BoiseInc.com to determine the most convenient way to access their pay advices.

Please follow the instructions below to access your electronic pay advices.

Accessing ePay

Go to www.bc.com and choose **About Boise Cascade** and select **For Employees**, then choose the **Pay** link in the upper-middle section of the page and click on **ePay**.

www.bc.com > About Boise Cascade > For Employees > Pay > ePay

Viewing Your Pay Advice

1. When you click on the link to log in to ePay, a **Security Alert** may appear. This is a secure connection, so click on **Yes** or **Okay**.
2. Log in to the Oracle PeopleSoft Enterprise system using your Boise Cascade **network user ID** (the same user ID you used while you were a Boise Cascade employee) **in all capital letters**.
3. The Boise Cascade **network password** you used while you were a Boise Cascade employee is no longer active and will not grant you access to your pay advice. You need to use a **new ePay password** by following the instructions below:
 - Using all capital letters, type in the first letter of your first name, followed by the first two letters of your last name and then add the last four digits of your Social Security number.
 - Example: Joe Smith, SS# 123-456-7890, would use the following password – JSM7890
 - If you are unable to log in using the new password, contact Boise HR Services at 800 237 3459 or HR_Services@BoiseInc.com.
4. Click on **Self Service** and then **View Paycheck**.
5. Your most recent pay advice will automatically display. To view your pay history, select **View a Different Paycheck** on the upper right side of the pay advice beneath the check date.
6. When you're done viewing your pay information, click on **Sign Out** in the upper right corner.

Printing Your Pay Advice

Before you print your pay advice, you should be aware of the following issues:

Your electronic pay advice is two pages. Use two-sided printing (instructions below) if your printer has that option. If your printer doesn't have that option, be sure to pick up both pages from the printer.

You must reset your margins to get your pay advice to print correctly. To reset your margins, follow these steps:

1. Open the pay advice you want to print. Go to **File**, select **Page Setup**. Under **Orientation**, select **Portrait**. Set your **Margins** as follows, and then click **OK**.

| | | | |
|-------|----|---------|----|
| Left: | .5 | Right: | .5 |
| Top: | .5 | Bottom: | .5 |

2. Check to see if your printer does two-sided printing. Go to **File**, select **Print**, select **Preferences**, and select **Finishing**. Under **Print Style** choose **2-sided Printing**. Then click **OK** and then **Print**.
3. If two-sided printing is not an option on your printer, exit **Print Preferences** and click on the printer icon on the top toolbar. Be sure to pick up both pages of your pay advice at the printer.

Fixing Certificate Errors for Internet Explorer 7 (or later versions)

If you are using Internet Explorer 7 or a later version, you may encounter a **Certificate Error** when you log in to ePay. If you do not install the certificate by following the steps below, you may continue to get the Certificate Error each time you log in to ePay.

1. When you encounter a Certificate Error during your log-in, click on **Continue to this website (not recommended)**. The reason it says "not recommended" is because Internet Explorer 7 does not automatically recognize ePay as a secure site. However, it is a secure site, and you can proceed.
2. A pink address bar will appear across the top of your screen. Click on **Certificate Error** in the pink address bar.
3. A window labeled **Untrusted Certificate** will appear. Click on **View Certificates** at the bottom of that window, and then click on **Install Certificate**.
4. A **Certificate Import Wizard** may appear. Click on **Next** on the first step of the wizard. On the second step of the wizard, make sure the following option is selected: **Automatically select the certificate store based on the type of certificate**. Click **Next**, and then **Finish** HR_Services@BoiseInc.com to complete the wizard.
5. A final **Security Warning** will appear. This is a secure connection, so click on **Yes** to proceed.

Questions?

Contact Boise HR Services at 800 237 3459 or e-mail HR_Services@BoiseInc.com for more information or help accessing pay advices.