



COMPENSATION



ePay Instructions for Former Employees

All former Boise Cascade employees who 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.

After reviewing the instructions below, if you need more information or help with your pay advice, contact HR Services at 800-237-3459 or e-mail HRServices@bc.com.

Accessing ePay

Go to **www.bc.com** and select the *For Employees* link at the bottom of the home page, choose the *Pay* icon, and then click on *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 The Boise Cascade network password you used while you were a Boise Cascade employee is no longer active and will not grant you access to your pay advice.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 HR Services at 800-237-3459 or HRServices@bc.com.
4. Click on Self Service, then Payroll and Compensation, and then View Paycheck.
5. A list of your pay advices will display by Check Date. To view your pay history, click the Check Date link of the pay advice you would like to view.
 - If the PDF File checkbox to the far right of the check date you are selecting displays a check mark, the pay advice will open in a new window in PDF format.
 - If the PDF File checkbox is not checked, the file will open in the same window within PeopleSoft.
6. To print an open pay advice, simply click the print button.

7. When you are finished viewing your pay information: Click the Close button in the upper right corner of any open pay advice(s) and then click Sign Out in the upper right corner of the View Paycheck page.

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** to complete the wizard.
5. A final **Security Warning** will appear. This is a secure connection, so click on **Yes** to proceed.