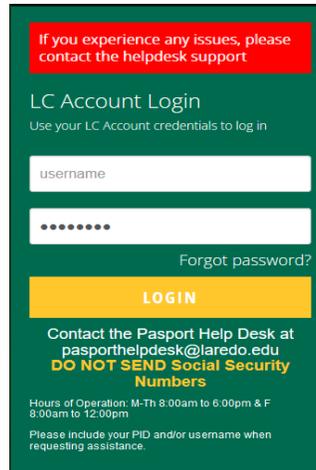


Instructions on How to Download Pay Stub/Direct Deposit Notification

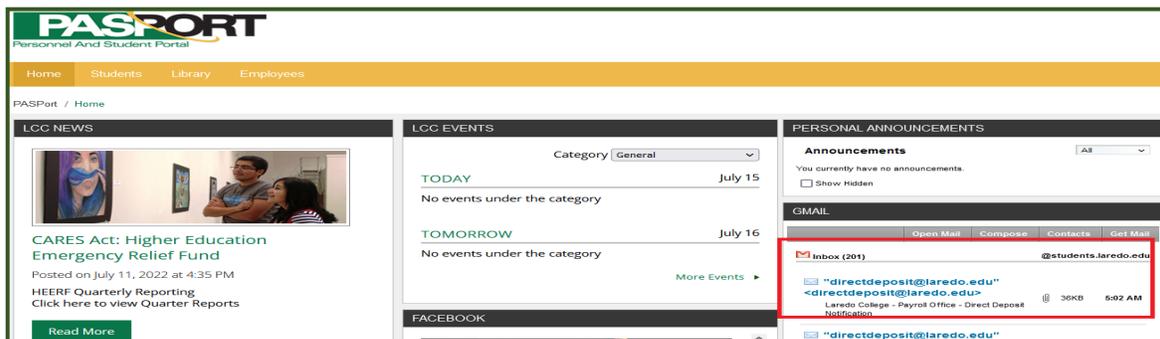
Email Direct Deposit Notification: The direct deposit notification will be sent the morning of the pay day to employee's LC student email.

To access your direct deposit notification:

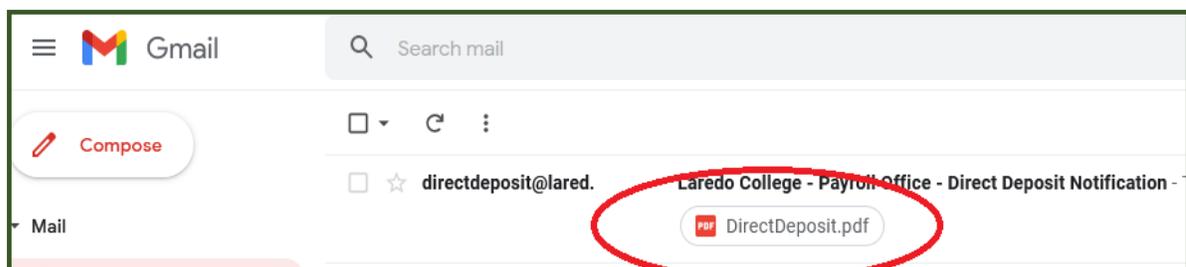
1. Log in to Passport



2. Access your Gmail under the Home Tab:

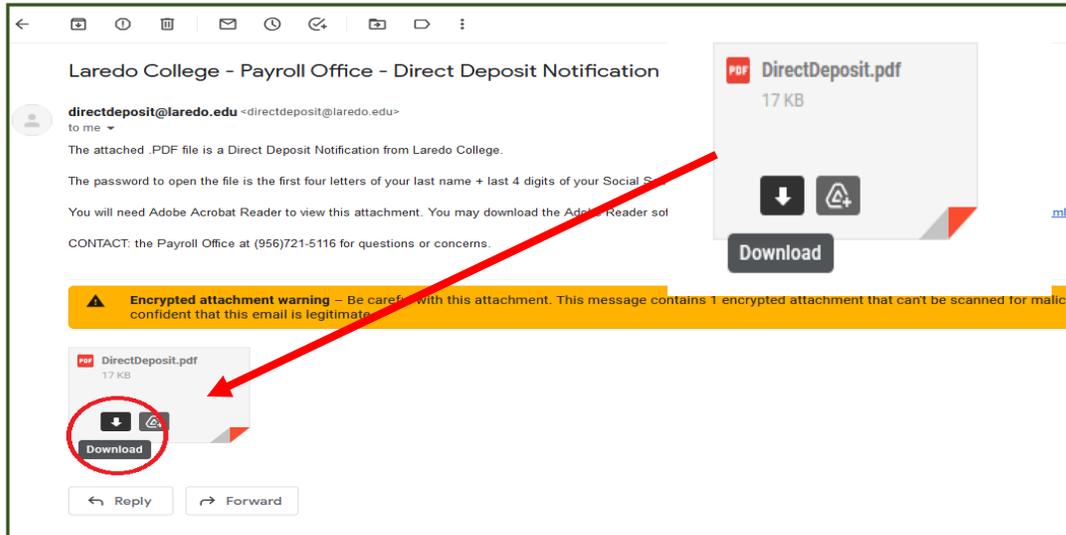


3. Look for the directdeposit@laredo.edu email and click on it to open and view the message.

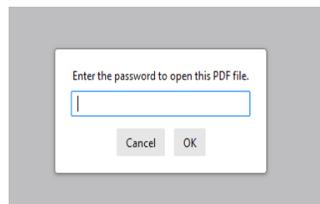


Instructions on How to Download Pay Stub/Direct Deposit Notification

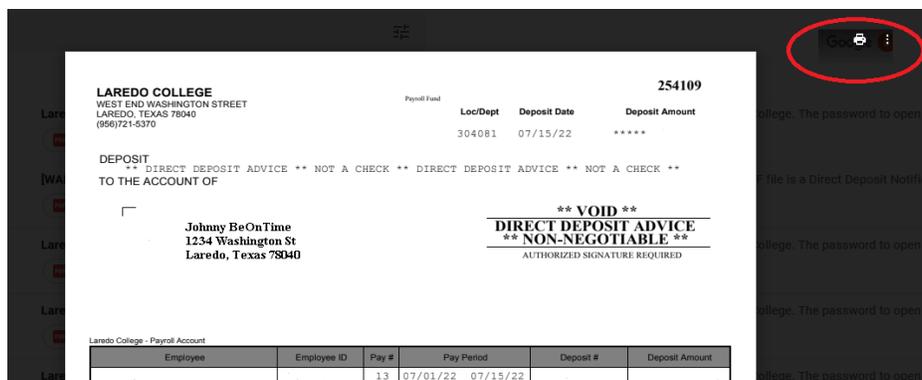
- Click on the down arrow to download the direct deposit pdf.



- Upon downloading the pdf, you will be asked to enter your password to open the PDF file. The password to open the file is your **first four letters (lower case)** of your last name plus the **last four digits of your social security number**. These instructions are also in the body of the email.



- Print the pay stub/direct deposit notification by clicking on the right-hand corner printer icon.



If you need assistance, please contact the Payroll Office at ext. 5116.