



## EMPLOYEE EZWEB SETUP INSTRUCTIONS

**\*\*\* YOU MUST USE A PERSONAL EMAIL ADDRESS \*\*\***

1. Go to <http://convergence.ezwebadvantage.com>
2. Click on the “Create a new login” link as shown below

Convergence Online - Login

Secure Login.

3. Enter your email (do not use a company email address), name, create a password (write it down in case you forget), and enter the provided code exactly as it appears
4. A message will appear that states you will be sent an email within 15 minutes.
5. Click on the link in the email
6. Enter the password you chose and hit enter
7. Click “Next”
8. Choose a Security Picture and Label when prompted
9. Choose a Security Question and Answer
10. On Step 7 of 7 leave the default “My Employee Information Only”
11. Your Validation Key is the first 4 letters of your last name and last 4 of your SSN (Use your full last name if less than 4 letters)
12. Enter your birth date using the calendar provided (click on it)
13. Click on “Accept”
14. A message tells you the creation of your login was successful
15. Click “Login” and you should see your Security Picture and Label
16. Enter your password
17. To access paystubs: Click “My Data” → Earnings Statements
18. To access W-2’s: Click “My Data” → W-2 Register
19. To access anything else: “My Data” → Year to Date Info, Direct Deposit, etc.