

ONLINE PAYSTUBS

RUTHERFORD COUNTY FINANCE

1. Go to <https://secure.rutherfordcountyttn.gov/epaystub/login.aspx>

If you get a security error, continue to website anyway

2. First time to this site, you need to verify who you are. **Follow the directions in BLUE.**

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Username: use your last name + the last 4 of your ssn (Ex: smith1234)

Password: your 5 digit zip code + the last 4 of your ssn as your password (Ex: 371291234)

If you receive a “fail”

- 1) **have you moved since 2012?, use the old zip code**
- 2) **have you changed your last name since 2012?, try your maiden name**
- 3) **do you hyphenate your last name? If you are Jones-Smith, enter with a space instead of the hyphen - example – jones smith1234**

If you are in the database, you will be taken to another screen in which you will enter the email address where you want to receive paystub emails. Type your password and re-enter it to confirm it is correct.

3. You will receive an email at the address you entered that contains a link to verify your email. Click on this link.
4. If your account is verified, it will state that on the page and redirect you to the login page. Use the email address you entered previously as the username and the new password you created.

Username: *your email address*

Password: *The one you set up*

**If you need assistance, please call 615-898-7762
option 2 or email support@rutherfordcountyttn.gov**