

**Dear Valued Employee,**

Your weekly payroll information will be available online every week no later than Friday morning for the previous week worked. We will not be sending pay stubs by mail. You can view and print your payroll records online.

**REGISTER TO VIEW YOUR PAYROLL AND TAX INFORMATION**

**Please note:** Registration requires a valid email address.

**Questions?** Please contact support at: [mytime@longbeachdatacenter.com](mailto:mytime@longbeachdatacenter.com) or call 562-284-5444

1. You will need your employee ID, provided by your employer.
2. Navigate to <https://mytime.longbeachdatacenter.com>
3. Select **Register** and complete the required fields. Your Last Name and Employee ID must match what your employer has on file (Your Legal Name). If you receive an error, you will need to follow up with your employer to verify that they have your legal name on file.
4. Verify your identity with the last four digits of your social security number.
5. Enter a valid email address. A validation code will be sent to your email. You will need to access your email, copy and paste or type the validation code back into the registration screen.
  - a. Please note: refreshing the page or restarting the registration will invalidate your validation code. Please keep the page open and access your email on another browser tab or device.
6. Submit the validation code to continue.
7. Create your Password
8. You may choose to sign up to receive text message validation codes in addition to the emailed ones. If you opt out, select "SKIP" and go to step 13.
9. Enter your cell phone number, no leading "1" or any symbols. (Example: 3101234567)
10. Select the "I agree" check box to agree to receive text messages. Your carrier charges may apply. myTime does not charge for this service and is free for your use.
11. Select "send text message". A code will be sent to the phone number provided for verification.
12. Enter the code in the "Validation Code" Box. Submit to continue.
13. Return to the login screen. Login with your email and password.
14. Verify your identity. Select a verification method from the drop down and then select "Send Authorization Code". A code will be sent to your verification choice.
15. See the FAQ for answers to most common questions.
16. <https://mytime.longbeachdatacenter.com/pages/myTimeFAQ.pdf>