How to View and Print Paystub
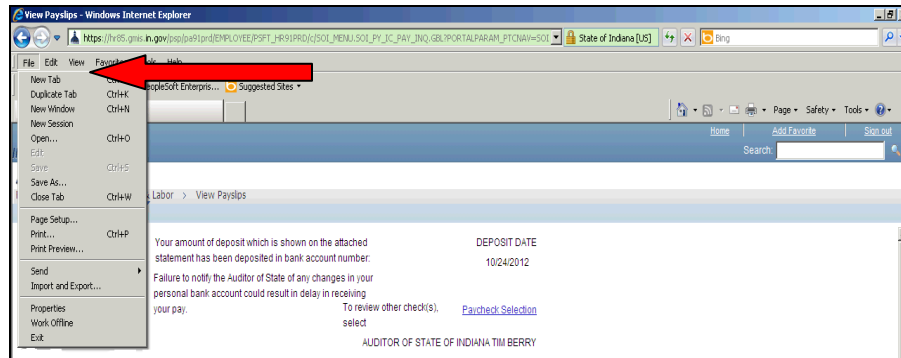
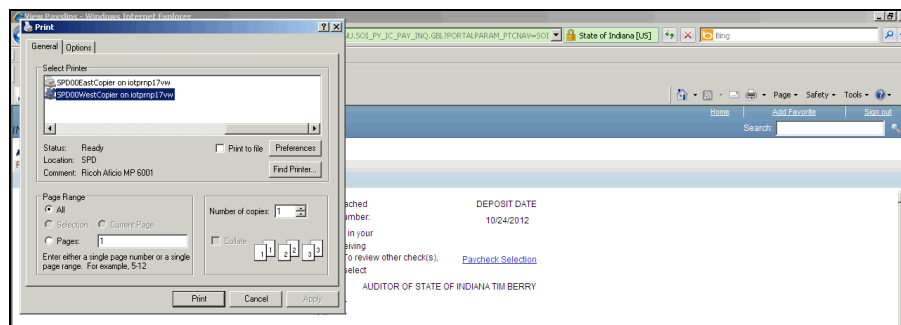| Step	Action
1.	Navigate to this website to begin: http://www.in.gov/spd/instep Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.
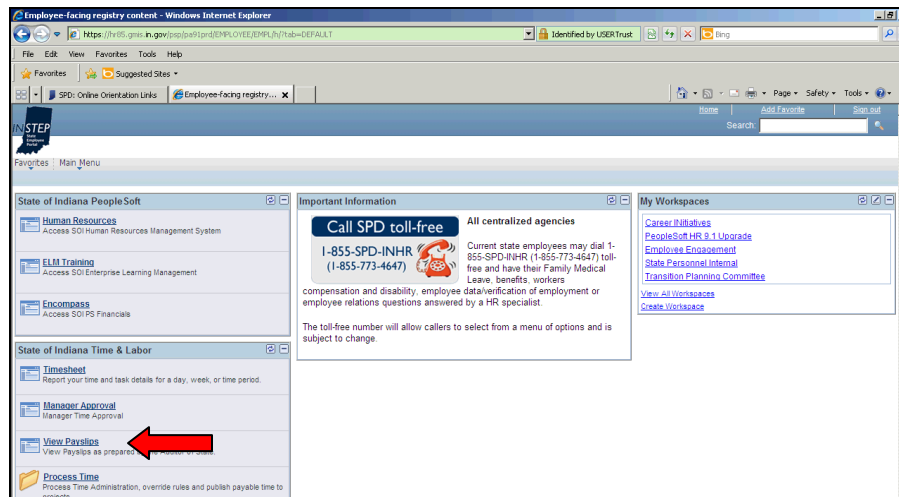
Step	Action
2.	Click the **View Payslips** link. A new page or tab will populate. View Payslips
3.	Your most recent paycheck should now be available to view. If you would like to view past paystubs then you can click the **Paycheck Selection** link. Paycheck Selection

Step	Action
4.	Click the **File** menu to print your paystub. File

Step	Action
5.	Click **Print** from the list. Print... Ctrl+P

Step	Action
6.	Select the correct printer and click the **Print** button. Print