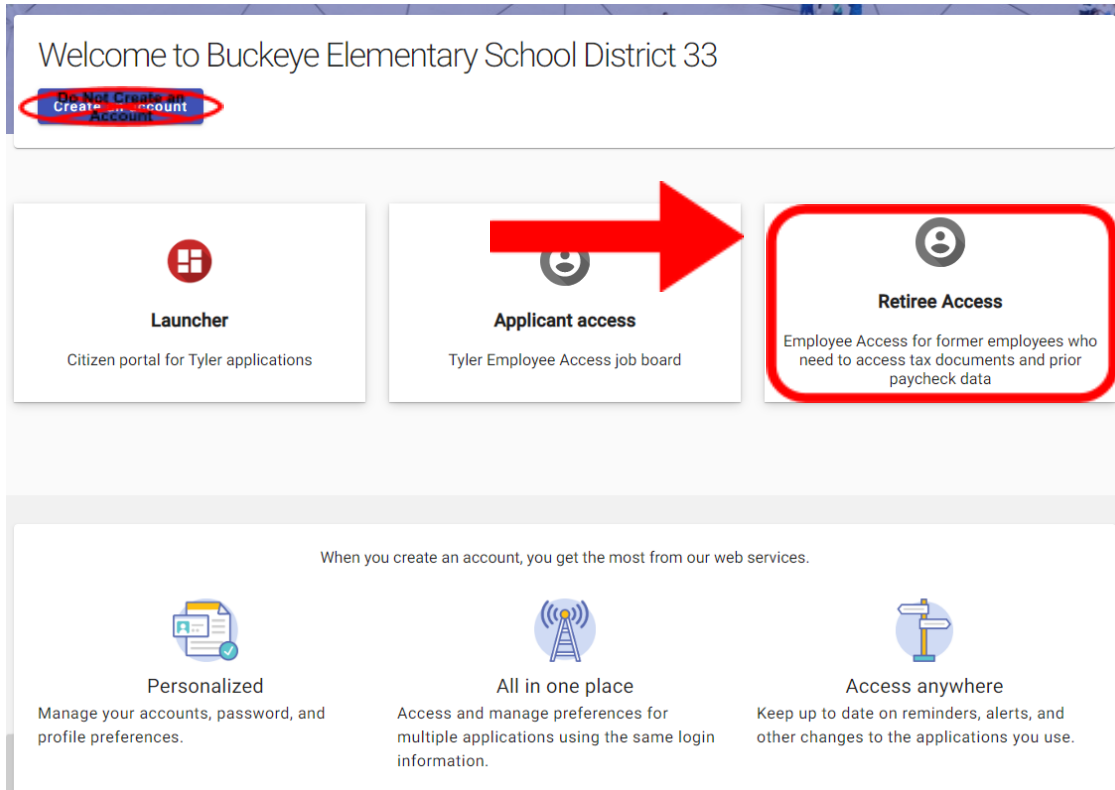


How to Access Your Portal

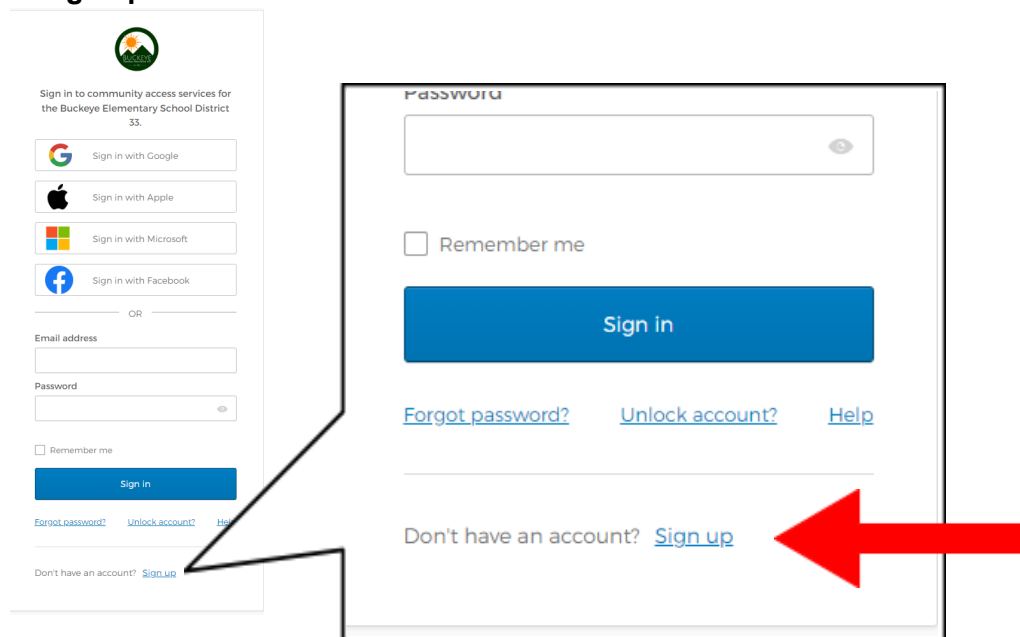
If you are a former employee of the Buckeye Elementary School District and you need to access your previous paychecks and/or tax documents. Please follow the steps below.

Step 1: [CLICK HERE](#) and it will take you to the Welcome page (pictured below)

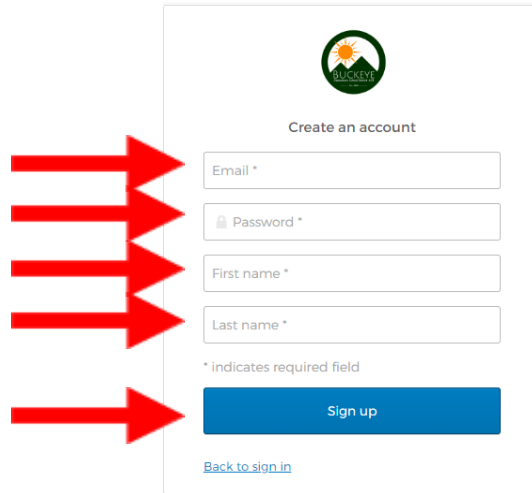
Step 2: **Click on Retiree Access** (Select "Retiree Access" even if you are not retired)



Step 3: **Click on Sign up**



Step 4: Enter Personal Email & Password along with First & Last Name

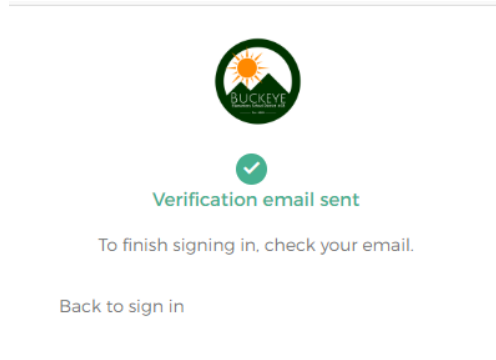


The screenshot shows a 'Create an account' form with the following fields and elements:

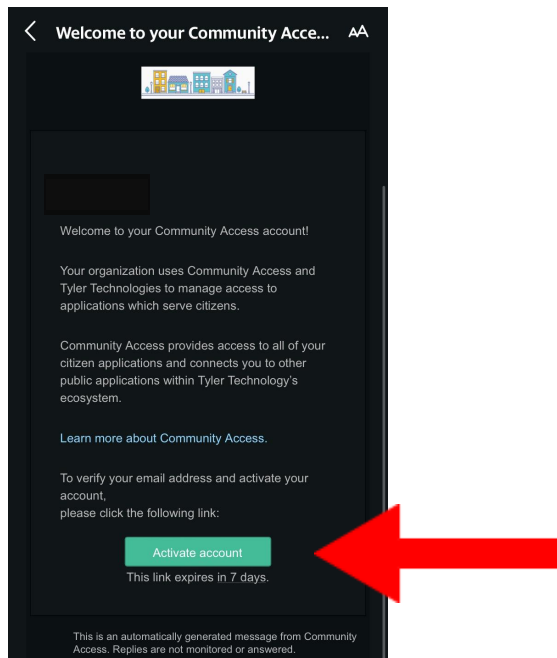
- BUCKEYE logo at the top.
- Text: 'Create an account'
- Input field: 'Email *'
- Input field: 'Password *'
- Input field: 'First name *'
- Input field: 'Last name *'
- Text: '* indicates required field'
- Blue button: 'Sign up'
- Link: '[Back to sign in](#)'

Five red arrows point to the 'Email *', 'Password *', 'First name *', 'Last name *', and 'Sign up' fields respectively.

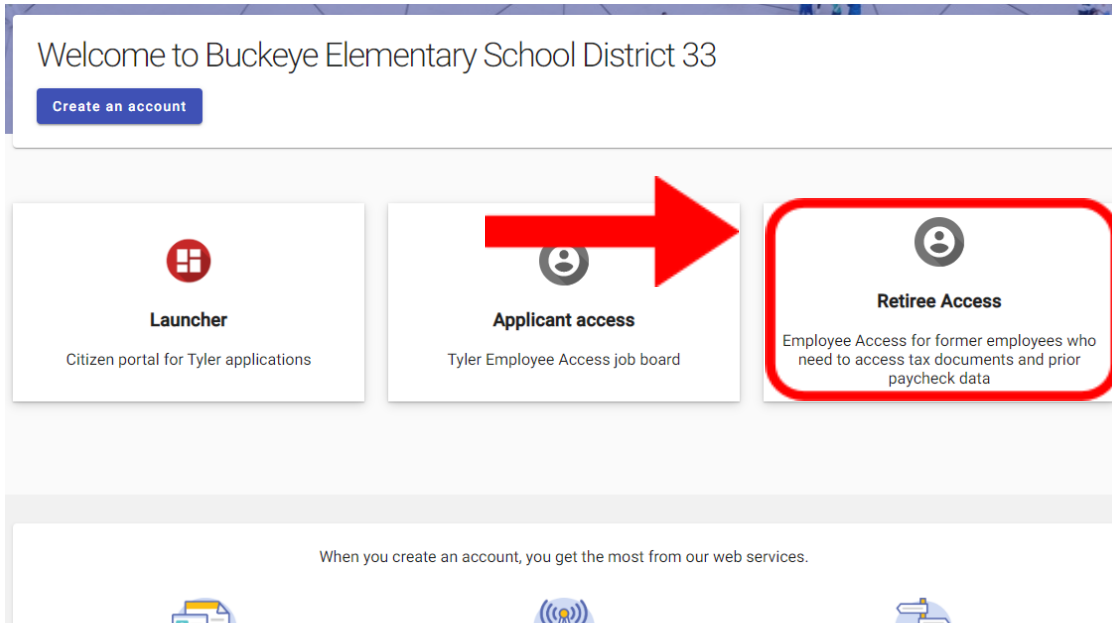
Step 5: An email will be sent to the personal email you entered



Step 6: Open the email sent you, Click "Activate account" and Follow the prompts



Step 7: You will be directed back to the Welcome page. Click on “Retiree Access” again



Step 8: Enter your Personal Email & Password

OR

Email address

Password

Remember me

[Forgot password?](#) [Unlock account?](#) [Help](#)

Step 9: Verify the Last 4 of your SSN, Birth Date, & Zip Code we would have on file

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

Last four of SSN*

Birthdate*

Zip Code*

I'm not a robot