Steps to register at CSI payroll portal

1. Go to the website www.monroepaystubs.org (type the web address into the address bar of your computer, not your search engine), **bookmark the website**, and click on the "**Forgot Password/New User Registration**" link when the page is on your screen.
2. Enter your Monroe Township BOE **work email** address (the email address format is first.last@monroe.k12.nj.us) and click "submit".
   a. **Substitute Employees** need to use their personal or Aesop email address they provided to the district
3. A temporary password (**passwords are case sensitive**) will be sent to your **work email** address.
4. After the password is sent, click the back button on your web browser or go back to the original website www.monroepaystubs.org and enter your **work email** address and the temporary password.
5. After you are logged into the website a demographics page of personal information will be available.
6. On that webpage, click the "**change your password**" link in the upper part of the webpage next to your **work email** address.
7. Change your password (**the password must consist of 1 character, not a number or letter**) and click the "**Change Password**" box.
8. A message of "Password Changed Successfully" in green appears right underneath the typed in password.
9. Now click on the "Demographics" link on the left side of the webpage.
10. Please enter your Emergency Contact Information and click "**save**"
11. A "**help**" link is also provided on the upper left side of the website if assistance is needed.