How To Get Rid of Your Paper Check Stub in Ultipro

2. Mouse over the word “Myself” in the upper left corner to make the menu appear.
3. Select "Pay" from the drop down menu
4. You will now see your most recent pay statement. To the right is a section with the heading “Things I Can Do”. From this, click on “Change Pay Statement Preference”
5. A window will appear asking you if you would prefer both paper and electronic or just electronic copies of your pay stub. **Select “electronic copies only”**
6. Finally click the green “save” icon in the upper right corner of the box to save your preference.