

### **Step-by-Step instructions to access Pay Statements on the AMS Website**

1. Log on to the WebCenter (AMS) and enter your Username/User ID and Password.
2. Move your mouse to “My Info” and Select “Employee Statements”
3. Select the “Earnings Statements” in the drop down type menu and click submit
4. The pay dates will appear highlighted, click on the date and the statement will open as a PDF document for you to view or print.