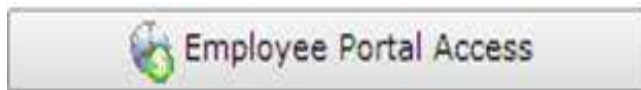
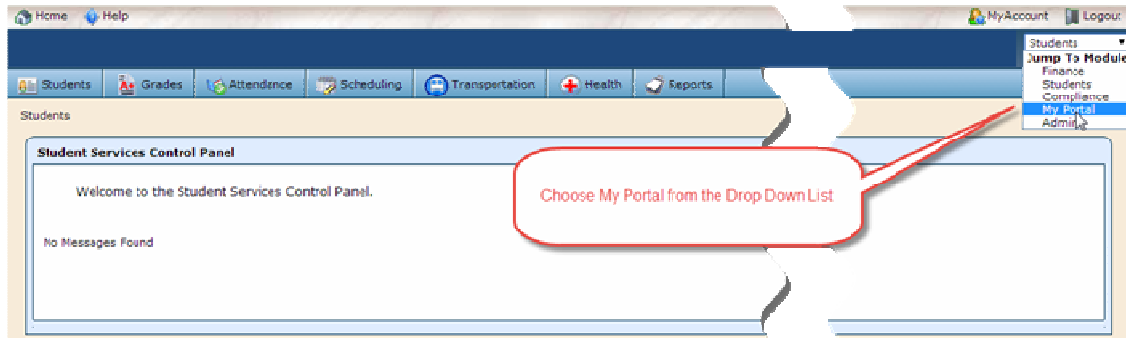


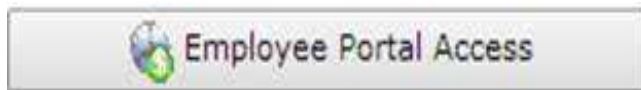
You can log in here. <https://pinetree.websmartsolutions.org/webapp/websmart.aspx> You must use this site to log in.

Here are your credentials.

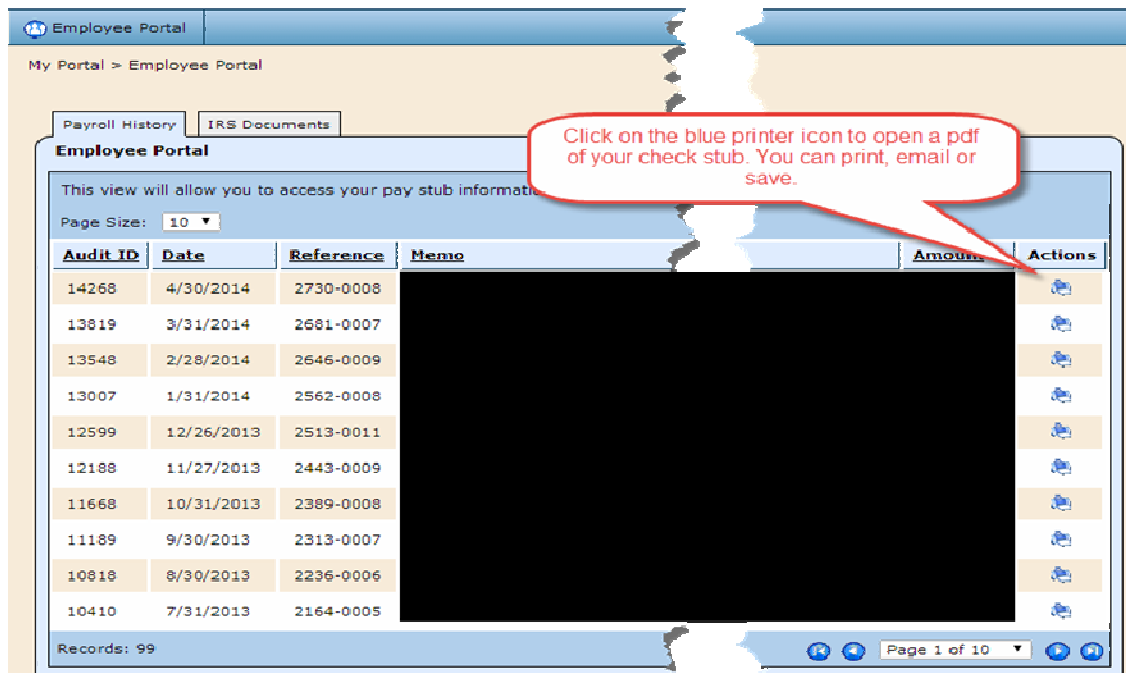
Username: **rbutcher** Password: **last 4 of ssn and the 4 digit year of birth** As shown your password is the last 4-digits of your SSN and the 4-digit Year of Birth. Example 12341980 Notice the first 4 numbers are your last 4 of SSN and then your year of birth.

To access your paycheck stubs you can access it by going to My Portal Module.



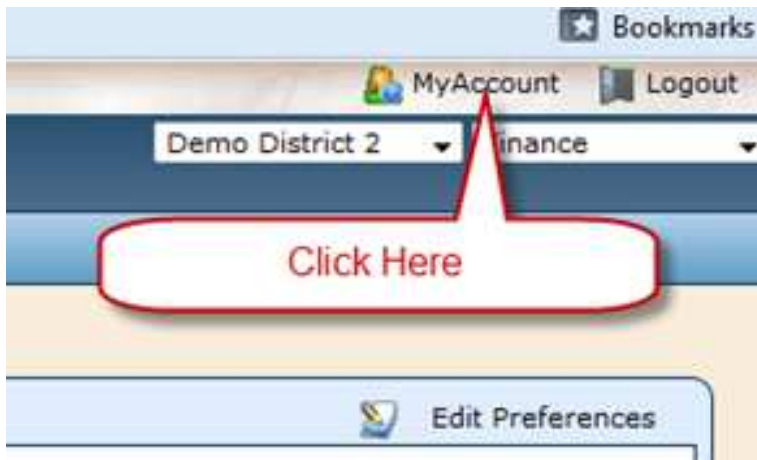
Now click on  to access your check stubs.

Double Click the one you want.

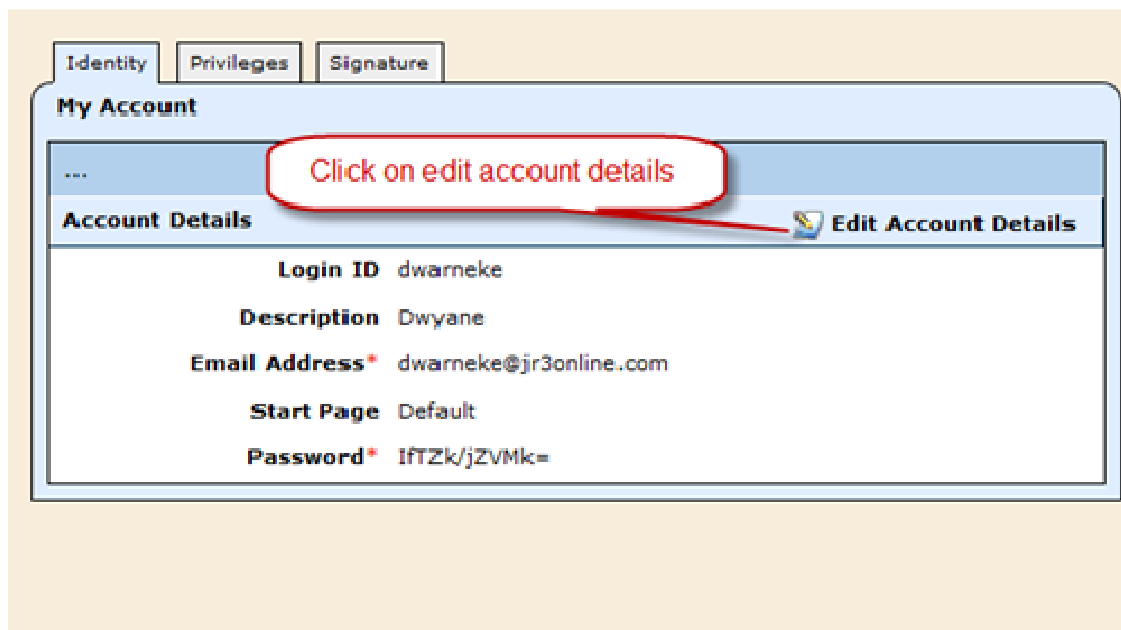


Changing Your Password in WebSmart

Once you have logged in go to My Account in the upper right corner by the Log Off button.



You will be taken to the next screen.



Click on Edit Account Details and you will see the next screen.

The image shows a web interface for managing an account. At the top, there are three tabs: 'Identity', 'Privileges', and 'Signature'. Below the tabs is a header 'My Account' and a sub-header 'Account Details'. The form contains the following fields:

- Login ID:** dwareke
- Description:** Dwyane
- Email Address*:** dwareke@jr3online.com
- Start Page:** [[Default]] (with a dropdown arrow)
- Password*:** (empty text box)
- Confirm Password*:** (empty text box)

At the bottom of the form are two buttons: 'Save' and 'Cancel'. A red callout box with a white background and a red border points to the password fields. The text inside the callout box reads: 'Put in your new password and confirm password. Click Save and your password is changed. You will log in the next time with your new password.'

Click on password and enter your new password. Then confirm your new password and click on Save. Your password is now changed and you will need to enter the new password to log in the next time. If you have any questions related to payroll processing or about your check, please email us at pinetree@jr3.freshdesk.com. The email will go to our helpdesk and the first person available can help you with any questions you might have.