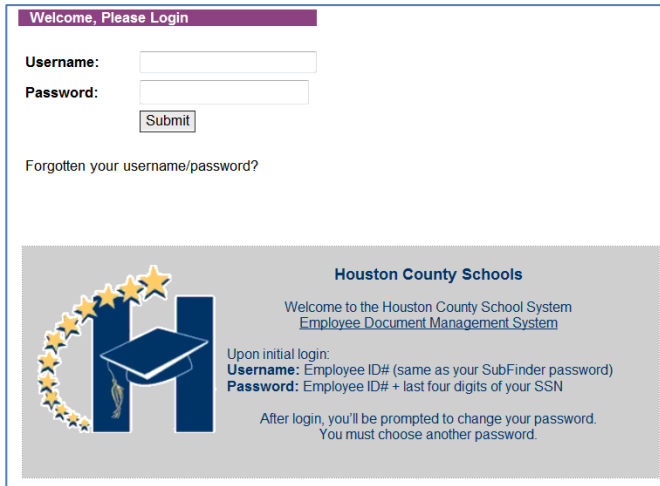


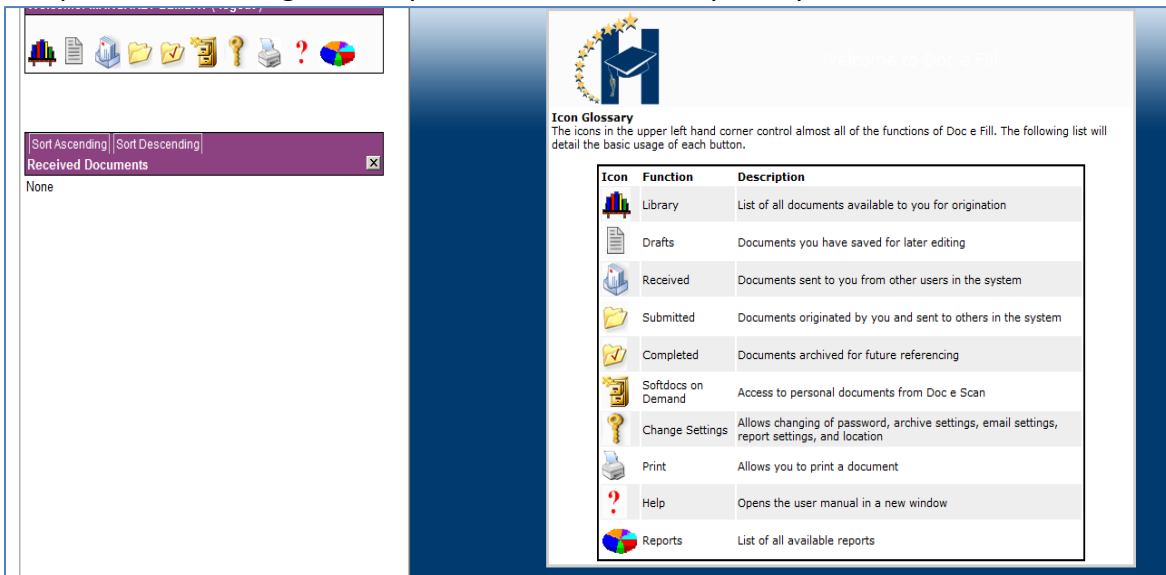
HCBOE eForms Instructions

Effective June 2012, pay checks and direct deposits were no longer printed but instead provided electronically. Electronic copies are available under the eForms link on the HCBOE website. The direct link is: <https://eforms.hcbe.net/index.aspx>. One may also access eForms from the main page by clicking on eForms on the left; or visit the Employees page and click on the eForms link in the box on the right.

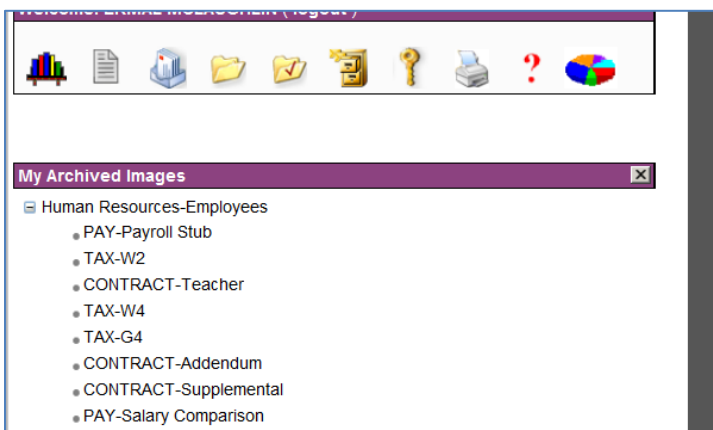


- The login page will ask for your Username and Password.
- Your username is the four-digit code that has been assigned to you for SubFinder.
- For your first login, your Password is your SubFinder password plus the last four digits of your Social Security Number.
- After login, you will be prompted to change the password to a password of your choice. Your password is case sensitive. Please make a note of your password.

➤ Once your password is changed, the system will automatically take you to the Received Documents screen.



➤ To view your archived documents, click on the filing cabinet and choose from the options, to include payroll stubs, W2s and contracts. Clicking on the red question mark will take you to a user's manual.



If you have any questions, please contact the HCBOE Payroll office at 478-988-6189.