

How can I view my W2 on Vibe?

Within this document you will find easy "How To", step by step instructions for logging onto Vibe and accessing your W2.

How to Logon: In your browser's address bar, type the following, or click the link below:
<http://atcpayroll.com>

Enter your user name (email address) and your password and click ► to logon.

ATC
Around the Clock
Healthcare Services

"Staffing...wherever healthcare is provided."

Welcome!

username:

password: ►

Note: This site will log you out after 120 minutes of inactivity.

Forgot your password? [click here](#)
Forgot your username? [click here](#)

If you do not know your user name or password for the system, please use the links on the bottom-right:
"Forgot your password? Click here"
"Forgot your username? Click here"

If you forgot your password, you will be required to know your user name. If you do not remember your user name please use the "Forgot your username? Click here" link first. Once you retrieve your user name, then you can use the "Forgot your password? Click here" link.

Step-by-Step Process to retrieve your user name:

1. To retrieve your user name, start by clicking on the "Forgot your user name? Click here" link on the main login page. The main login page is here: <http://atcpayroll.com>

The screenshot shows the ATC Healthcare Services login page. At the top left is the ATC logo with the tagline "Staffing...wherever healthcare is provided." Below the logo is a "Welcome!" message. There are two input fields: "username:" and "password:". A large yellow arrow points down from the "Forgot your username? click here" link in the bottom right corner. A note at the bottom left states "Note: This site will log you out after 120 minutes of inactivity." The "Forgot your username? click here" link is highlighted with a yellow box.

2. Type in your email address and then click "retrieve user name".
 - a. If you get the error message "No username associated with the email address provided", you will need to contact your local ATC Healthcare Services, Inc office. They may have a different email on file for you.
 - a. If you get the "Email sent!" response, check your email inbox. If you don't see the email in your Inbox, please check your Junk Email and SPAM folders.
 - b. You will receive an email with your user name and a link to logon to Vibe. Use this user name to retrieve your password.

Step-by-Step Process to reset your password:

1. To reset your password, start by clicking on the "Forgot your password? Click here" link on the main login page. The main login page is here: <http://atcpayroll.com>

ATC
Around the Clock
Healthcare Services

"Staffing...wherever healthcare is provided."

Welcome!

username:

password:

Note: This site will log you out after 120 minutes of inactivity.

[Forgot your password? click here](#)
[Forgot your username? click here](#)

2. Type in your user name into the "Username" field and then click "request new password". If you do not know your user name, please see the section in this document titled "[Step-by-Step Process to retrieve your user](#)" on page 2.

ATC
Around the Clock
Healthcare Services

CareBuilders
at Home

"Staffing...wherever healthcare is provided."

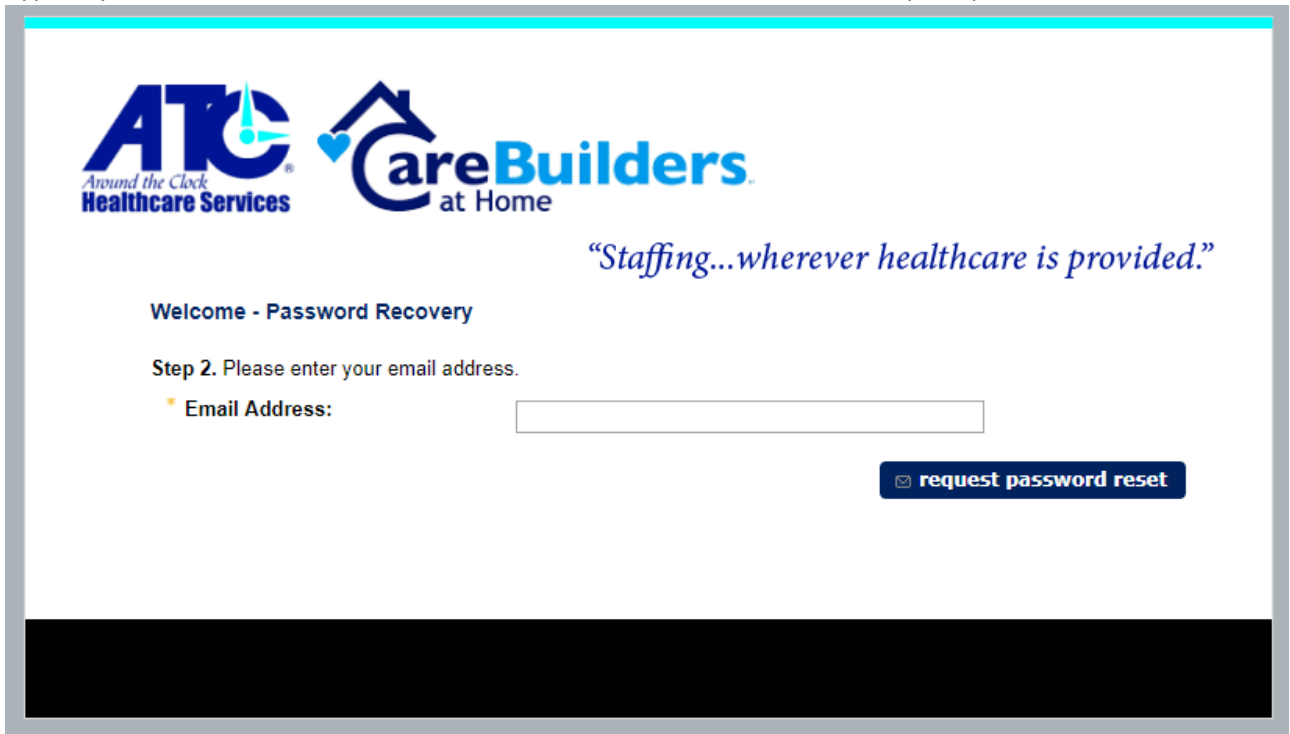
Welcome - Password Recovery

Step 1. Please enter your username.

* Username:

[+ request new password](#)

3. Type in your email address into the “Email Address” field and then click “request password reset”.



The screenshot shows a web page for ATC CareBuilders. At the top left is the ATC logo with the tagline "Around the Clock Healthcare Services". To its right is the CareBuilders logo with a house icon and the text "CareBuilders at Home". Below the logos is the tagline "Staffing...wherever healthcare is provided." in a blue serif font. The main heading is "Welcome - Password Recovery". Below that is the instruction "Step 2. Please enter your email address." followed by a label "* Email Address:" and an empty text input field. To the right of the input field is a dark blue button with a white envelope icon and the text "request password reset".

- a. If you get the alert message “Sorry, but the username and email address combination you entered is invalid”, start over. You may have made a typo when you entered your user name or your email address.
 - b. If you get the message “Password reset information has been emailed to you. You will be redirected back to the login page shortly. If you are not automatically redirected, please click here”, check your email inbox. If you don’t see the email in your Inbox, please check your Junk Email and SPAM folders.
4. The email will contain the text below. Be sure to click on “reset password form” in the email. “Your user account password can be reset using the [reset password form](#) Please note that the link will become inactive one hour after this email was received.”.

5. You will be taken to the following page. Create a new password using the “New Password” field and then enter it again in the “Confirm Password” field. Use the check-list on the right to make sure you meet the password requirements. All items in the list should have a check mark. Now click on “change password” and the system will log you on.

ATC **CareBuilders**
Around the Clock at Home
Staffing...wherever healthcare is provided.

Welcome - Password Recovery

Please change your password.

* New Password:

* Confirm Password:

Password Strength Excellent

- ✔ Doesn't Contain Username
- ✔ More Than 8 Character(s) Long
- ✔ Less Than 32 Character(s) Long
- ✔ 1 Numeric Character(s)
- ✔ 1 Lower Case Character(s)
- ✔ 1 Upper Case Character(s)
- ✔ Not Used in Past 365 Day(s)
- ✔ New Passwords Match

Step-by-Step Process to access your W2 on Vibe:

1. Once you're logged on you will see the following screen. Click on "Employee" on the navigation bar.

The screenshot displays the ATC Healthcare Services employee dashboard. At the top right, there is a "My Account | Logout" link. The main header features the ATC logo, a user profile icon, and a welcome message: "Welcome John Smith [View Profile]". A search bar is located to the right of the profile, containing the text "Info, Social Contributions" and a "SEARCH" button. Below the header is a dark blue navigation bar with a home icon and the word "Employee" highlighted in a yellow box. To the right of the navigation bar are links for "Social", "Resources", "Careers", and "My Location". On the left side, there is a vertical sidebar with two icons: a checkmark in a circle labeled "Tasks (0)" and a question mark in a circle labeled "AdHR". The main content area features a large banner with a photograph of three business professionals in a meeting. To the right of the photo is the text "Get Social Join ATC Healthcare's Social Media Community" and the ATC logo. Below the banner is a horizontal menu with "ME" and "PAY" tabs. Under the "ME" tab, there is a profile card for "John Smith, Licensed Practical Nurse, Long Island, New York". To the right of the banner is a "QUICK LINKS" section with a list of actions: "Join Our AT&T Discount Plan", "View My Pay Statement", "Change My Direct Deposit", "Change My Address", "Change My Legal Name", "View/Print the ATC Forms", "View the Safety Posters", "National Safety Month Postcards", "Education/CEU Resources", "View the Employee Handbook", and "View the HR Newsletters".

2. At the bottom left of the "Employee" page, click on the W2 to load it.

My Account | Logout

Welcome **John Smith**
[View Profile]

Info, Social Contributions **SEARCH**

Employee Social Resources Careers My Location

Home > My Self-Serve

my BENEFITS

UPDATE BENEFITS INFORMATION

- » Addition or Change to Your Family
- » Change in Marital Status
- » Claim a Loss of Coverage

VIEW BENEFITS INFORMATION

- » View Current and Past Benefits

my PAY

VIEW PAYROLL / HR INFORMATION

- » Pay Statement
- » Employee Information Report

TIME OFF REQUESTS

- » Vacation Requests
- » Leave Of Absence Requests

W2

- » W2_2017

Licensed Practical Nurse
March 17, 2008
00032
Long Island, New York

UPDATE PAYROLL / HR INFORMATION

- » Banking Information
- » Tax Withholding

My Notices

- Join Our AT&T Discount Plan!

My Tools

- Change My Password

3. Depending on your browser, the file will either open for you or it will download. If it doesn't open for you automatically, check your downloads folder on your computer.

Please note that you must have Adobe Reader installed in order to open the downloaded W2 PDF file. If you do not have Adobe Reader (or a PDF reader) installed on your computer, you can download it for free here: <http://get.adobe.com/reader>