



## Electronic Check Stubs: Website User Guide for Vendors and ISBs

Veridian Fiscal Solutions offers a safe and secure website where you can view your check stubs and payroll history. This online tool makes managing your payments faster and easier.

It's great:

- You will have access to your account anytime and anywhere an Internet connection is available.
- You can view your current payments and all previous payments under the "Payments" tab.
- You can view the details of your individual payments.

This user guide will help you get started today.

### Register

- Go to [veridianfiscalsolutions.org/cco](http://veridianfiscalsolutions.org/cco).
- To get started, you will need to set up your account by clicking on the "Register" tab at the top of the screen.



To register as a CCO **Vendor/ISB**, please enter the following information:

- Type: Select "Vendor" from the drop-down menu
  - Account #: This is your vendor number. If you do not know your Vendor Number contact Veridian.
  - Name: Please type your name exactly how it is printed on your past paystub. (example- First Name Last Name)
  - Email Address
  - Password: Must be at least six characters

### Registration

If you are a CCO member, use your Medicaid number. If you are an existing CCO employee, use the employee number located on your pay stub. If you are a new CCO employee, email Veridian at [ccoowa@veridiancu.org](mailto:ccoowa@veridiancu.org) to obtain your employee number.

Type:	<input type="text" value="Vendor"/>
Account #:	<input type="text" value="1684"/>
Name	<input type="text" value="Jane Doe"/>
Email:	<input type="text" value="email@email.com"/>
Password:	<input type="text" value="create a secure password"/>
	<input type="button" value="Submit"/>

When Registration is complete, a page will appear that says “Congratulations”.

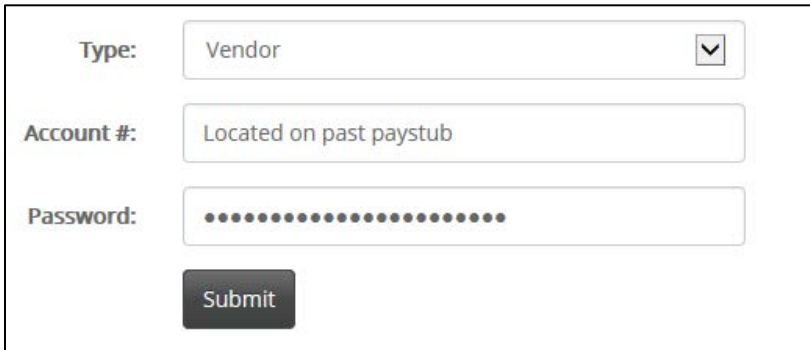
Go to Sign In to continue.

### Sign In

**\*\*You must register before you can sign in.\*\***

As a CCO **Vendor/ISB**:

- Click on the “Sign In” tab at the top of the screen
- Type: Select “Vendor” from the drop-down menu
- Account #: This is your Vendor Number
- Password: This is the password you chose when you registered
- Click the “Submit” button to sign in

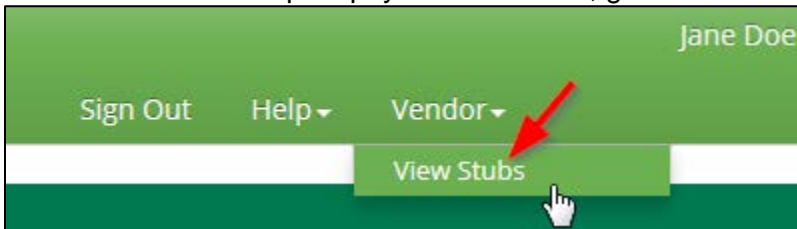


The image shows a sign-in form with the following fields and buttons:

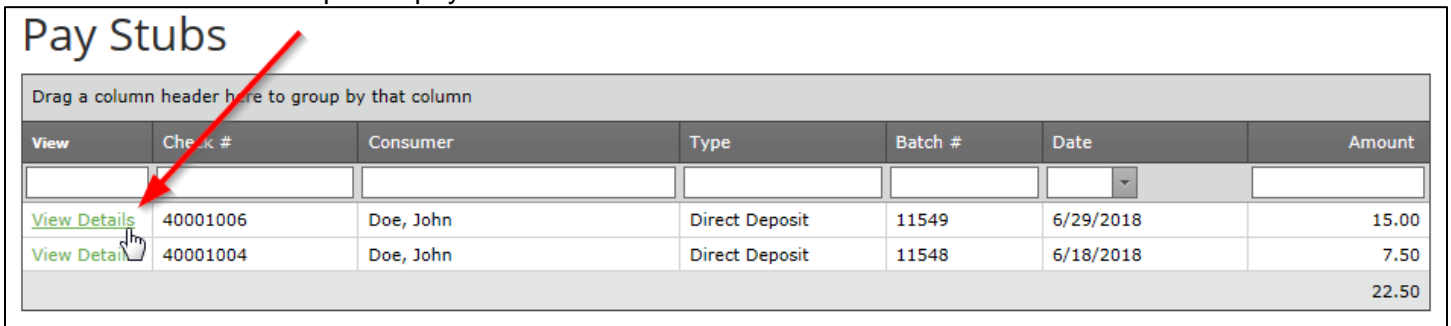
- Type:** A dropdown menu with "Vendor" selected.
- Account #:** A text input field containing "Located on past paystub".
- Password:** A text input field with masked characters (dots).
- Submit:** A dark button with the text "Submit".

### Pay Stubs

- To view current and past payroll information, go to the Vendor tab and click View Stubs.



- The Pay Stubs page lists all current and historical payments. By clicking on “View Details”, you can view the information about each specific payment.



The image shows a table titled "Pay Stubs" with the following columns and data:

View	Check #	Consumer	Type	Batch #	Date	Amount
<a href="#">View Details</a>	40001006	Doe, John	Direct Deposit	11549	6/29/2018	15.00
<a href="#">View Details</a>	40001004	Doe, John	Direct Deposit	11548	6/18/2018	7.50
						22.50

- The grey header allows searching and sorting capabilities.

## Pay Stubs

Consumer ▾						
View	Check #	Type	Batch #	Date	Amount	
Consumer: Doe, John						
<a href="#">View Details</a>	40001006	Direct Deposit	11549	6/29/2018	15.00	
<a href="#">View Details</a>	40001004	Direct Deposit	11548	6/18/2018	7.50	
						22.50

### Viewing Details

The View Details page will list all of the specific information related to the payment.

## Pay Stub Detail

Check # - 40001006  
 John Doe  
 1827 Ansborough Ave  
 Waterloo, IA, 50701-

Employee #: 1684

For: Doe, John

Check #: 40001006

Check Date: 06/29/2018

Net Pay: \$15.00

Type: Direct Deposit

- If printing Pay Stub Detail, use your internet options to navigate to file, print.

### Sign Out

- Please click “Sign Out” to leave the website.

### Other helpful information

If you have questions about using the website, send us a message using the online form located under the “Help” and “Contact Us” tab. You can also contact us in any of these other ways:

Email: [ccoiowa@veridiancu.org](mailto:ccoiowa@veridiancu.org)

Phone: 866-226-4692