



# Local Government Corporation Backpack Registration and Online Pay Info

After being notified by appropriate personnel at your organization, the first step for online check stub inquiry is registering. From an internet browser application, go to [www.mybenefitschannel.com](http://www.mybenefitschannel.com). Click 'Register Here' button to start registration processing using your last name, data of birth and last 4 of your SSN.

Account Registration

Please fill out the data below so we can locate your account.

Last Name

Date of Birth

Last 4 digits of your SSN or Unique ID (Member ID)

If the system finds a match with the information given 'Terms of Use' page will display. Read and accept Terms of Use in order to proceed setting up account. The terms must be agreed to in order to register, specify user credentials and access online pay stubs.

I Agree to these terms

Create your account credentials based on requirements specified:

Create your account credentials

Email (optional)

Username [Click here for requirements](#)

[X] Close

- Usernames must be unique across all accounts
- Usernames must contain between 8 and 50 characters
- Usernames cannot contain certain special characters like <, >, . and @
- Using your email address as your username is recommended

Password [Click here for requirements](#)

[X] Close

- Passwords must contain between 8 and 128 characters
- Passwords must contain at least 1 uppercase letter (A-Z)
- Passwords must contain at least 1 lowercase letter (a-z)
- Passwords must contain at least 1 digit (0-9)
- Passwords cannot contain certain special characters like <, >, . and @
- Passwords cannot contain your first name, last name or username
- Passwords cannot contain certain common passwords
- Passwords cannot match any of your previous 3 passwords

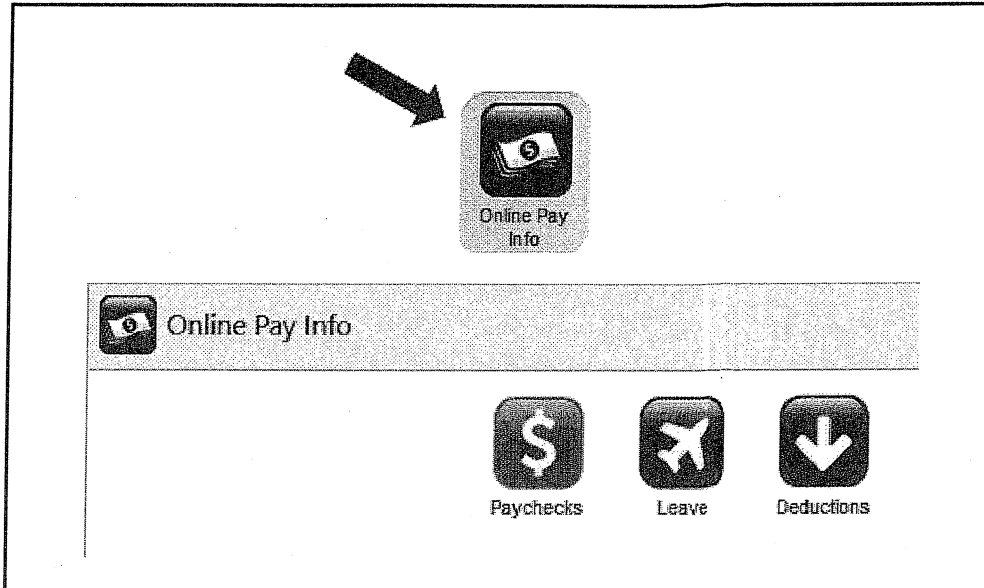
Confirm Password


Security Question

Security Answer

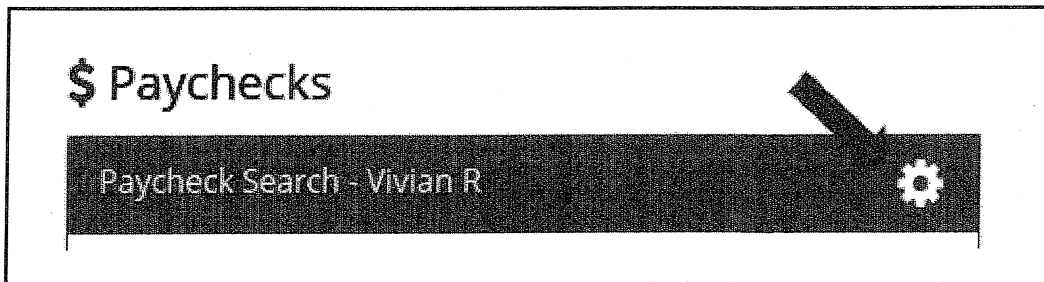
Confirm Security Answer

After registering you then have access to Online Pay Info to view Paychecks, Leave, Deductions and other information maintained by your payroll office. Select 'Online Pay Info' button to view applicable information. From there you may view paychecks, leave, deductions, etc.



Use your internet back button to navigate to previous page, or click on menu button  to select other options.

Under 'Paychecks' option you can set user settings to designate if you want to receive text and/or email notification when new pay checks are available. Click the 'wheel' to designate these settings.



To log out, click Menu button and select 'Log Out.' The system automatically logs user out after 15 minutes of inactivity.

