

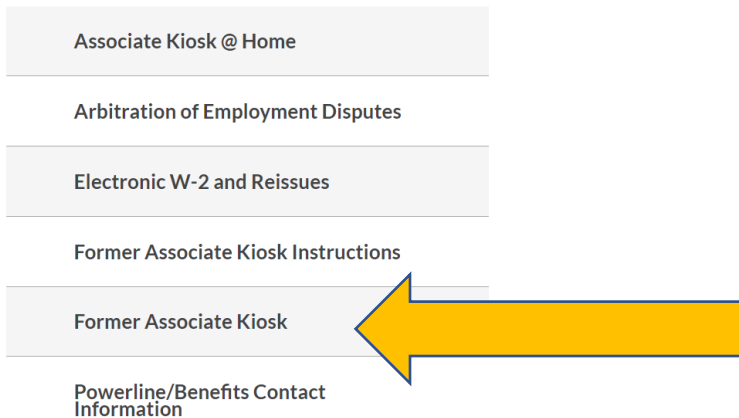
**Please note that Former Associate Kiosk is available for up to 18 months after termination date.**

To access the Former Associate Kiosk from a personal / public computer please follow these easy step-by-step instructions. You MUST have pop-ups enabled on the computer.

Step 1: Go to <http://jcpassociates.com>

Step 2: Click on “Former Associate Kiosk”

**JCPenney** | associate information



Step 3: Read the instructions for User ID and Password. Your User ID must be 9 digits long exactly.

Password - Your default password is eleven digits and uses the following convention: JCP (Upper Case), birth month (two digit), birth year (two digit), and last four digits of SSN.

Example:

JCP01991234

"01" is the month you were born in

"99" is the two-digit YEAR you were born in

"1234" is the last four digits of your social security number

Note that for paystub and W2 access, 2 factor authentication has been put in place for non JCP Network computers. This helps ensure confidentiality.

## HOW TO PRINT A COPY OF A PAYSTUB

Step 4: After login click “My Money”

Step 5a: To the left navigation, click “Pay”. Find the check you want to view and click anywhere on that line. You must have pop-ups enabled at this point.

You can filter the dates available in the list by clicking on the filter icon at the top of the page.

## HOW TO PRINT A COPY OF W2

Step 5b: To the left navigation, click “View W-2/W-2C Forms”. Click anywhere on the line with the tax year. You must have pop-ups enabled at this point.

If you need a different year, click the link above, “View a Different Tax Year”.