



“My Payroll Page” Instructions

1. America Online (AOL) users may have to open Internet Explorer after logging on with AOL. Just minimize AOL and click the blue “e” on your computer’s desktop. Follow these instructions while in the Internet Explorer window.
2. Verify that your computer has Internet Explorer (IE) version 6.0 or higher.
 - a. Log onto the internet
 - b. From the toolbar, select the “Help” menu
 - c. From the “Help” menu, select “About Internet Explorer”
 - d. If the version displayed on the “About Internet Explorer” is version 6.0 or higher, you will be able to access My Payroll Page. If the version is below 6.0 AND you are using an OCA computer, contact the helpdesk at 1-888-OCA-SMILE and request an Internet Explorer upgrade
3. Click the “Tools” menu and select “Internet Options”. On the “General” tab, click the “Settings” button. In the “Settings” menu, select the “Every visit to the page” option. Click “OK” to save the information.
4. On the “Advanced” tab, scroll down to the “Security” area. Select “Empty Temporary Internet Files Folder When Browser Is Closed” and then click “Apply” and “OK”.
5. Go to www.orthodon.com
6. Click on “Human Resources Center”
7. Click on “My Payroll Page”
8. If you get security warnings, click “OK” or “Yes”.
9. Your user name is your social security number. This number should be entered without any dashes or spaces (Example: 123456789).
10. If this is your first time using My Payroll Page, your password is your date of birth. This number should be entered without any dashes or spaces (Example: If your date of birth is 6/10/69, enter 06101969). You will be forced to change your password once you have logged onto the web page. The new password you select will be “caps sensitive”, meaning that if you establish the password using capital letters you must always enter the password using capital letters.
11. If you have used My Payroll Page before, you will enter the password you selected the first time you used My Payroll Page.
12. If you forget your password, you should call your Human Resources representative at (504) 828-5937 and request to have your password reset to your date of birth. You will then reselect a new password as outlined in step 7.
13. When finished, exit the web site by clicking “LOG OFF” on the black toolbar at the top of the web page. It will ask you if you want to close the window. Click “Yes”. Using LOG OFF will ensure that your security has been preserved and that your privacy has been maintained.