



Thanks for using AmCheck's email report viewer, ViewChoice. ViewChoice is a utility program that allows you to view & print payroll reports and check stubs. Please follow these instructions for installing ViewChoice:

1. Download the utility program from the AmCheck website: <http://www.amcheck.com/pdf/ViewChoice.exe>. Save the program to a convenient location, such as your desktop.
2. After the download is complete, double click on the ViewChoice program icon to begin the installation. Follow the instructions to install ViewChoice on your computer.
3. When the installation is complete, double-click on the new ViewChoice icon on your desktop (the one with the red arrow). The first time you access the ViewChoice program, you will need to declare a password. Please write down your password in a secure location for future reference. Exit the program after establishing your password.
4. You will receive an email from AmCheck when we process your payroll. Open the attachment and the ViewChoice program will start. The ViewChoice program automatically stores each payroll onto your computer when you open the email attachment.