

CPSI – Electronic Paystub Service

First Time User Setup:

Employees must be paid through the CPSI payroll system at least once in order to register. This is so the website can verify a user's employment before giving them access to the site.

Employees will go to the following web site: <https://paystub.trubridge.net>

Once there, the employee will click "New User?".

Once this is selected the employee will be directed to the "New User Registration Screen" where all pertinent information has to be entered. This information will also be available from your payroll contact.

Hospital Code: Enter the following in the hospital code boxes: roose B 01  
(these are case sensitive)  
Employee #: Enter your 5 digit employee number  
Social Security #: Enter last 4 digits of your social  
Email Address: Enter your email address  
Email Stub: Click email notification box

Click Register

An email will be sent to the email address your entered with a link to setup your user id and password.

Once you receive the email from [E-Support.roose@trubridge.net](mailto:E-Support.roose@trubridge.net) you will need to click the link which will take you to the setup screen for your user id and password.

User ID: Employee defined user id – do not use employee number. Must be alphanumeric and have one upper case letter.

Password: Employee defined password. Do not use employee number. Must be alphanumeric and have one upper case letter.

Verify Password: Employee must enter password again for verification.

Social Security #: Last 4 digits of employee social security number for verification.

Please call me with any questions or if you need further assistance.

*Evelyn Ledbetter*  
Director of Payroll

