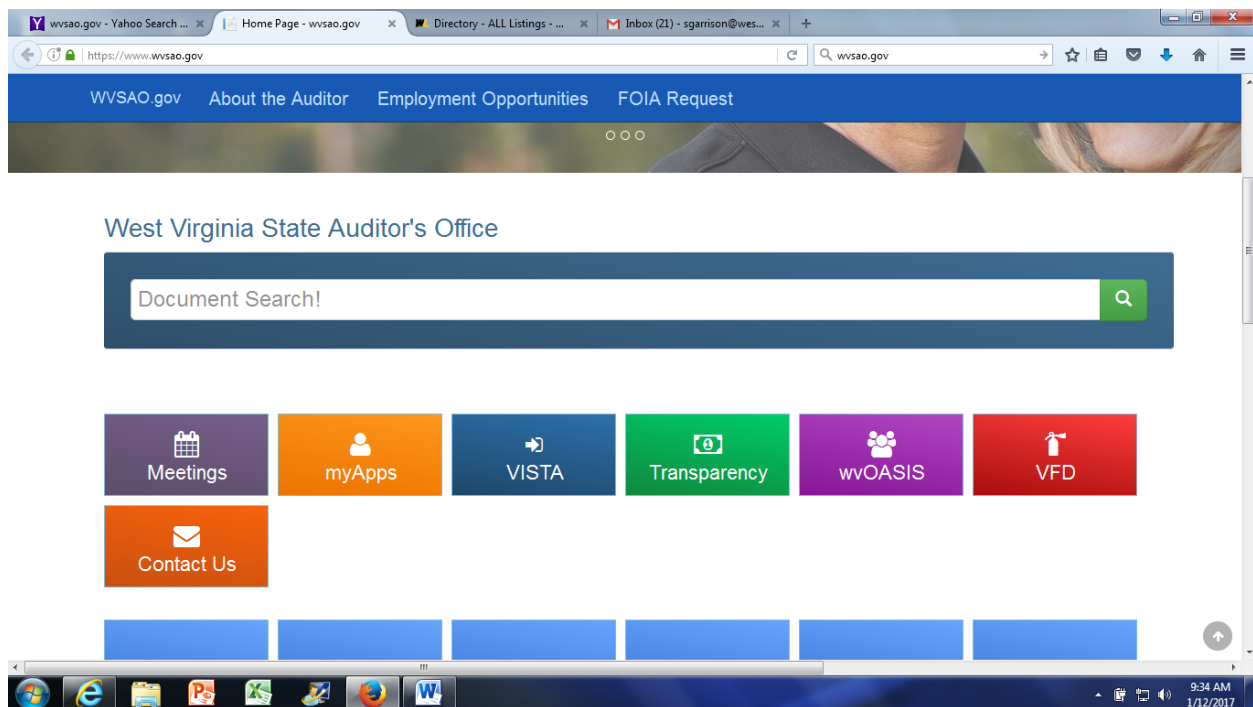


Creating A “myApps” Account

Registration for myApps on the West Virginia State Auditor’s website is required by all employees to view your pay stubs, W-2 and to access KRONOS for timekeeping. Please follow the instructions to register for a myApps account:

- Go to <https://www.wvsao.gov> (West Virginia State Auditor’s website)
- Click on myApps box (this is the screen below)



- Click box “Create Account”

myApps

Sign in to your account

Email Address:

Password:

[Sign In](#) [Create Account](#)

[Reset Password](#)
[Contact HelpDesk](#)

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[Privacy Statement](#)

- Please read the terms of the contract (see below), click on the box “I understand and agree to the terms of this contract as state above”

myApps

To continue with the sign up you will be asked a series of questions to help us verify your identity.

West Virginia State Auditor's Office

Thank you for visiting the West Virginia State Auditor's Office website. This site has been designed to make it easier and more efficient for West Virginia citizens and businesses to interact with West Virginia State Government, while also ensuring that your personal information is secure. The West Virginia State Auditor's Office is committed to preserving your privacy while visiting our Website. This privacy statement addresses the collection, security and disclosure of information that may be obtained through the West Virginia State Auditor's Office website.

When signing up online for a new "myApps" account the Auditor's office requests that you provide your social security number as a methodology to identify your state employment by matching this information with the tax and payroll information already in our possession. We do not collect the number during this process. If you do not wish to supply your social security number you must contact your payroll administrator to obtain your EPICS ID number and then call our help desk so that you can be manually set up in the system.

Collection of Information

If you visit a website maintained by the West Virginia State Auditor's Office in order to read or download information you may be asked to provide the following information:

☐ I understand and agree to the terms of this contract as stated above.

[Next](#) [Cancel](#)

- Fill in the information below to create a myApps account.

myApps Sign Up

Fill in the information below to create a myApps account

First Name

Last Name

Address

City

State

Zip

SSN (no dashes)

Confirm SSN (no dashes)

- Once account is created you should receive an email message from the Auditor's office with your temporary password. (Be sure to check your junk email folder if the email is not in your In Box) If you have not received an email from the Auditor's office within 30 minutes, contact the Help Desk at 304-340-4850/304-340-4854/877-982-9148. (see below)

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'HelpDesk' and the address bar shows the URL 'https://myapps.wvsao.gov/apps/HelpDesk/Default.aspx'. The page has a blue header with the text 'myApps > HelpDesk' and a dark grey sub-header with 'myApps'. The main content area is divided into two columns. The left column is titled 'Contact the HelpDesk' and contains a form with the following fields: 'Name', 'Email', 'Email Confirm', 'Phone Number', 'Agency', and 'Division'. Below these fields is a text area labeled 'What seems to be the problem?'. The right column is titled 'Phone Numbers' and lists the following contact information: 'Phone (304) 340-4850', 'Phone (304) 340-4854', 'Toll Free (877) 982-9148', and 'Mon-Fri (8am to 4pm)'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:24 AM on 1/12/2017.

myApps > HelpDesk

myApps

Contact the HelpDesk

Name

Email

Email Confirm

Phone Number

Agency

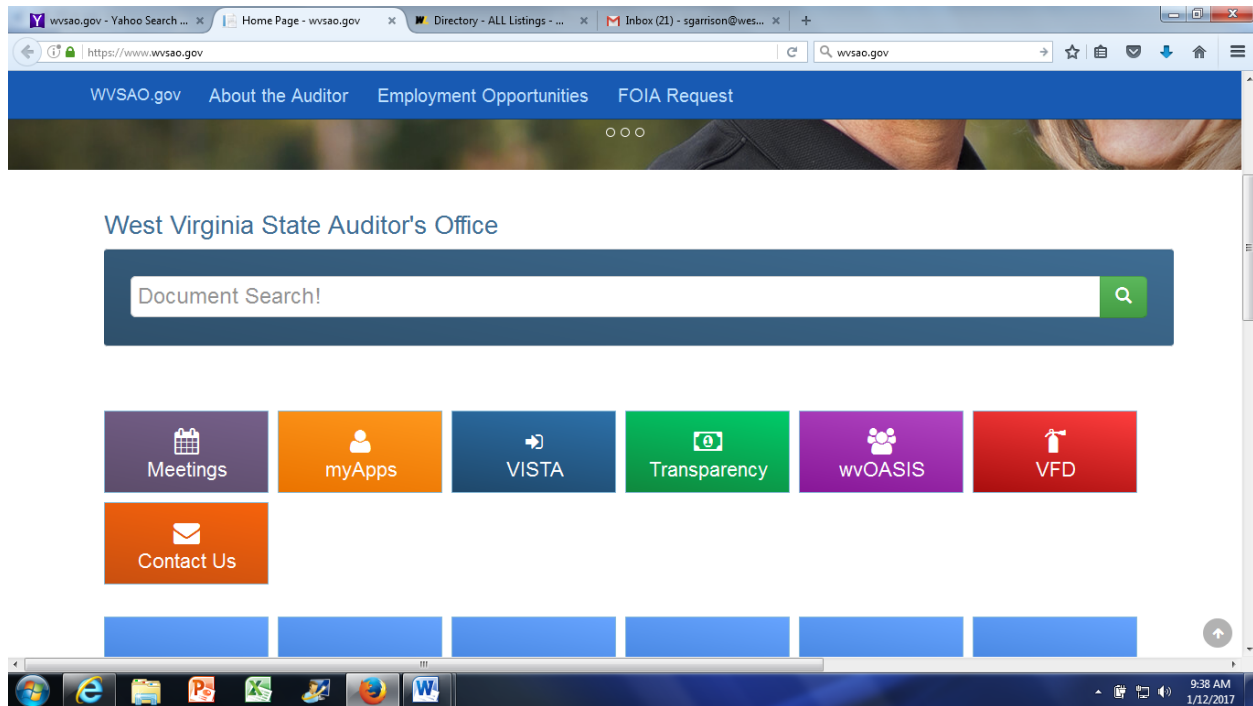
Division

What seems to be the problem?

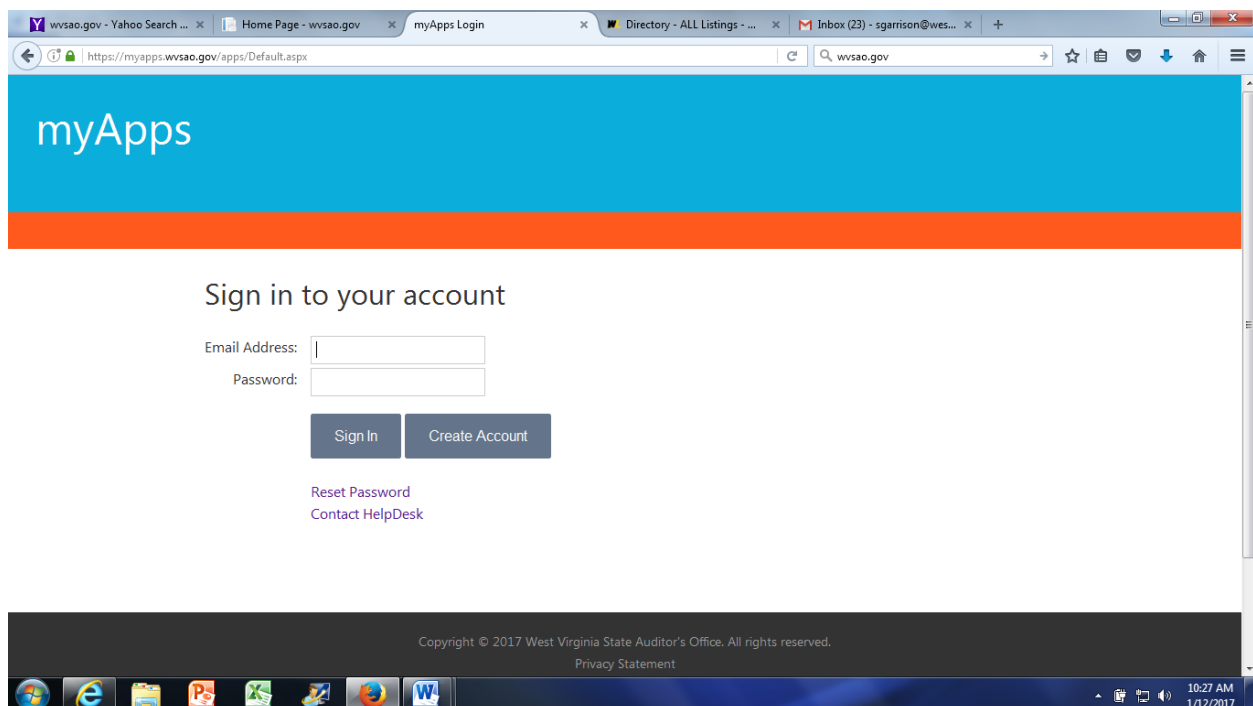
Phone Numbers

Phone (304) 340-4850
Phone (304) 340-4854
Toll Free (877) 982-9148
Mon-Fri (8am to 4pm)

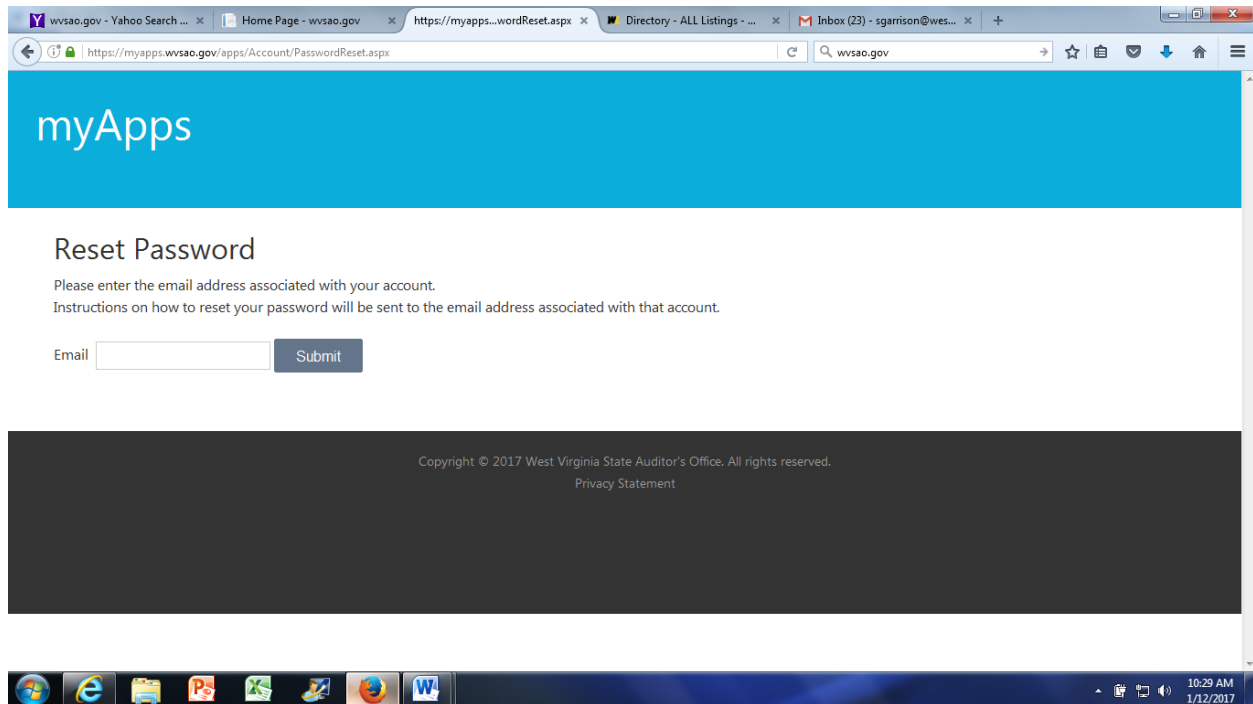
- Once you have received your temporary password, go to the West Virginia State Auditor's website <https://www.wvsao.gov> and click on myApps.



- The following screen will appear. This time you will enter your email address and temporary password.



- Once you have logged in, you will have the opportunity to reset your password. Follow the instructions in the email.



- Be sure to always "Logout" at the top of the screen when you are done working in myApps.

