How to Access Your Paystub on your phone

Step 1: Open your phone's web browser and navigate to our website at https://www.firstdiversity.com/.
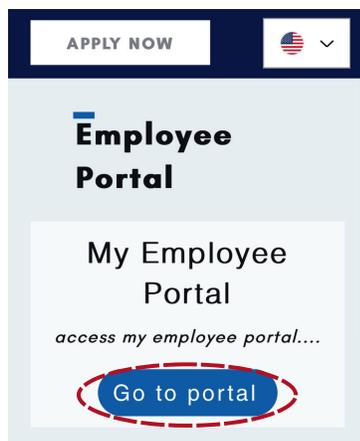
Step 2: On the main page, locate and tap the box with three horizontal lines in the top right corner.
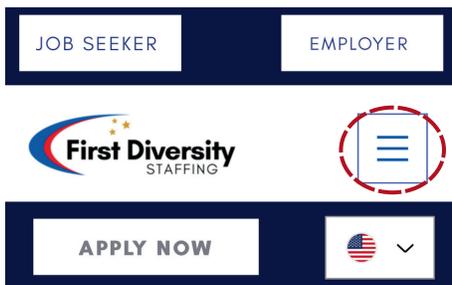
**Step 3:** A pop-up screen will appear. Tap on "Employee Portal" to proceed to another page.
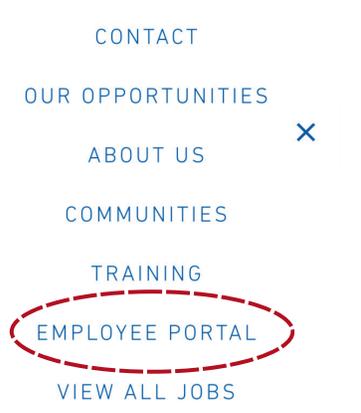
Step 4: At the bottom center of the page, you will find the "GO TO PORTAL" button. Tap it to be directed to Avionte.

Step 5: Enter your Username or Email and Password, and then tap "Login" to continue.

> **If you received a reset password email, follow these steps:

- Go to your email and click on the email that states, "Avionte Password Reset for 'Your Name'."
- Once you click on the email, tap on the blue button that says, "Reset your password."
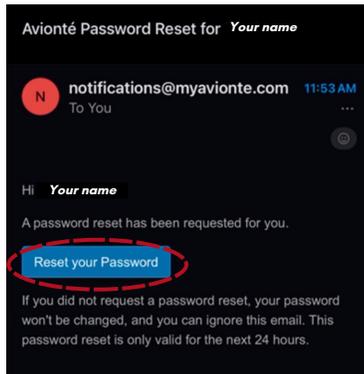
- This will open your default browser, directing you to the Avionte page.
- Create a new password and confirm it. Then click "Save and login."

Step 6: Once logged in, you will land on your dashboard. Look for the three horizontal lines at the top left side of the screen and tap them.

Step 7: A side bar will appear, displaying options like "Dashboard," "Profile," "Timesheets," and "Pay History." Tap on the word "Pay History."

Step 8: You will see your current and past paychecks. Tap on the week you would like to access.

Step 9: Your Paystub for the selected week will appear for your reference.

How to Access Your Paystub on your Desktop

Step 1: Open your web browser and go to our website at https://www.firstdiversity.com/.

Step 2: On the main page, find the menu bar on the top of the screen with options like "Apply now," "Contact," "Our Opportunities," "About Us," "Communities," "Training," and "Employee Portal." Click on "EMPLOYEE PORTAL."

Step 3: After clicking, you will be directed to the Employee Portal. In the center of the page, you will see a button that says "Go to my portal." Click on it to access your portal.
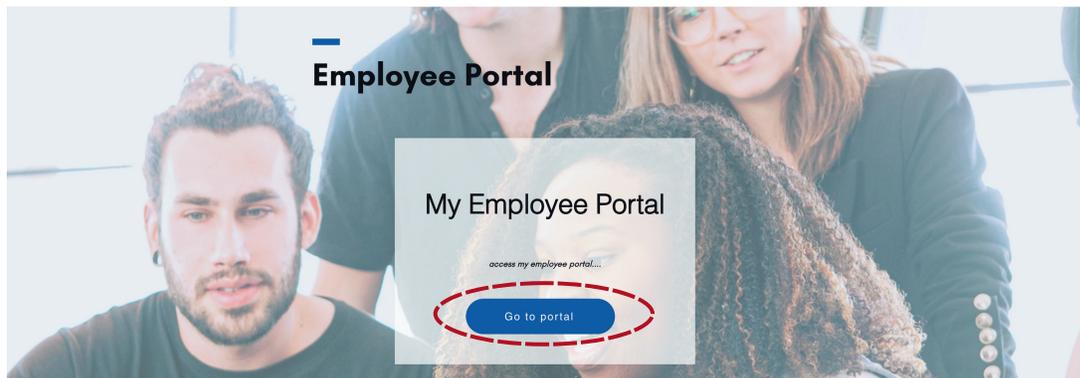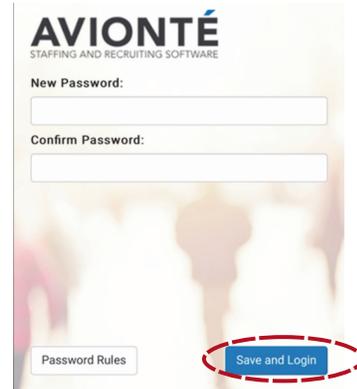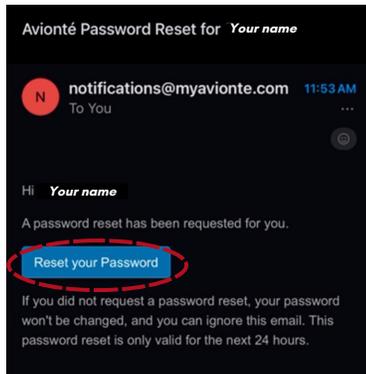

**Step 4:** On the next page, enter your Username and your password. Then click "Login.
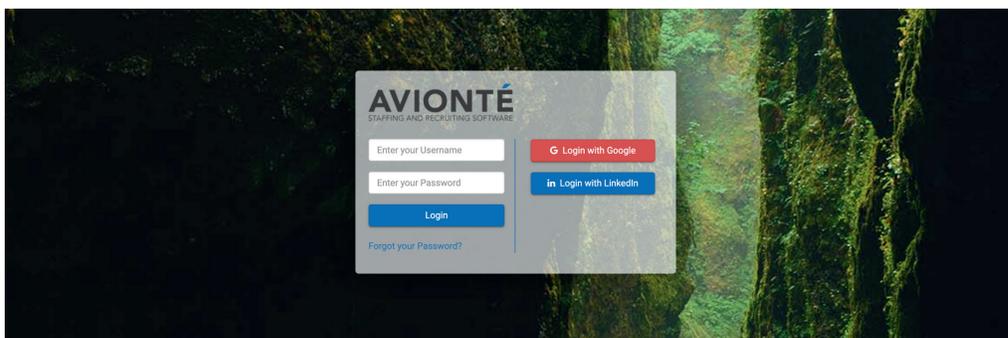
**If you received a reset password email, follow these steps:

- Go to your email and click on the email that states, "Avionte Password Reset for 'Your Name'."
- Once you click on the email, tap on the blue button that says, "Reset your password."

- This will open your default browser, directing you to the Avionte page.
- Create a new password and confirm it. Then click "Save and login."

Step 5: You will be taken to your dashboard. At the top left, you will see four tabs: "Dashboard," "Timesheets," "Profile," and "Pay History." Click on "Pay History."
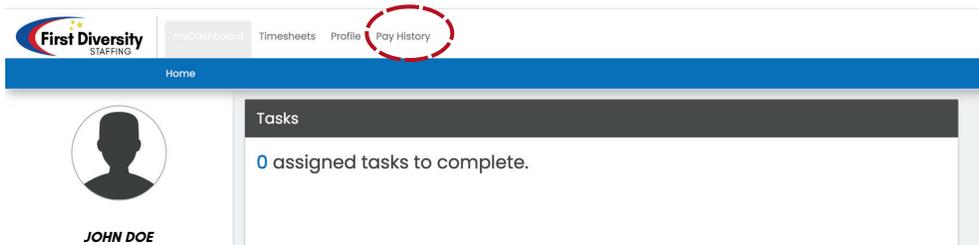
Step 6: You will see a list of your current and past paychecks. Tap on the week you would like to access.

Check #	Check Date	Gross	Taxes	Deductions	Net Amount	Direct Deposit
10000000	Nov 2, 2023	$1,300.65	$300	$0.00	$1,000.65	☑
10000000	Oct 26, 2023	$1,300.65	$300	$0.00	$1,000.65	☑
10000000	Oct 19, 2023	$1,300.65	$300	$0.00	$1,000.65	☑
10000000	Oct 12, 2023	$1,300.65	$300	$0.00	$1,000.65	☑

Step 7: Your Paystub for the selected week will be displayed for your reference.