

# MoDOT & MSHP Electronic Pay Stub Step-by-Step Instructions

Log on to the secure Internet site: <https://medlife.modot.mo.gov>

or click on the "Employee Self Serve" icon  on your desktop

Employee Self  
Serve

## Step 1

**Enter your MoDOT/MSHP EmplID from your medical card**

User ID:

Password:

Sign In

**Enter your last 4 digits of your social security number as the password**

MoDOT & MSHP  
Medical and Life  
Insurance System

Missouri Department  
of Transportation and  
Missouri State Highway Patrol

Member Name: RON ROADWAY  
Coventry Member Number: 123456789-00  
Group Number: 9876543210  
Date of Birth: 00/00/00  
OFFICE VISIT COPAY: \$20  
MoDOT/MSHP EmplID: 000000  
Please refer to your MoDOT/MSHP  
Medical Plan for Coverage details.

## Step 2

**Click on the words "Self Service"**

Menu

Search:

Self Service

Change My Password

# Step 3

**MedLife** Home | Performance Trace | Add to Favorites | Sign out

Menu

Search:

- Self Service
  - Personal Information
  - Payroll and Compensation
  - Change My Password

Main Menu >

### Self Service

Navigate to your self service information and activities.

- Personal Information**  
Review and update your personal information.
- Payroll and Compensation**  
Review your pay and compensation history. Update your direct deposit and other deduction contribution information.  
[View Pay Check](#)

**Click on "View Pay Check"**

# Step 4

**MedLife**

Menu

Search:

- Self Service
  - Personal Information
  - Payroll and Compensation
    - View Pay Check**
    - Change My Password

**STATE OF MISSOURI**  
Payroll Advice Statement

[View a Different Paycheck](#)  
**Print Friendly Version**

Pay Period End Date:  
Check Date:

**Click here to view a different paycheck**

**To print your paycheck, click "Print Friendly Version"**

# Step 5

**MedLife** Home | Performance Trace | Add to Favorites | Sign out

New Window | Help | Customize Page

**View Paycheck**

Select another pay stub to view

Be sure to "Sign Out" when finished viewing pay stubs

Paycheck Selection	Check Number	Company	Net Pay
<a href="#">2009-06-30</a>	9000001	STATE OF MISSOURI	
<a href="#">2009-06-15</a>	9000001	STATE OF MISSOURI	
<a href="#">2009-05-15</a>	9000001	STATE OF MISSOURI	
<a href="#">2009-04-30</a>	9000001	STATE OF MISSOURI	