

# MyPay Access for Departing Employees

Read this guide to learn how to sign up for MyPay after you leave Amazon.

# How do I access MyPay after leaving Amazon?

You will continue to have access to [MyPay](#) for up to 3 years after your last day of employment with Amazon.

If you are leaving Amazon, you will get an email or text notification about the A to Z Alumni portal if you have opted into A to Z communications. You can use A to Z to access **MyPay** via single sign-on.

If you do not receive the notification, you can also open the A to Z app and use your old Amazon alias (from your badge) to begin the setup process.

# Step 1: Sign in to Amazon Alumni

Open the A to Z app on your mobile device.  
Enter your old Amazon alias under **Amazon login.**

amazon a to z

**Log in**

Employees: Username on your badge  
Alumni: Your personal email address

Amazon login

Continue



**DSP delivery associates**

Log in with Amazon.com credentials



# Step 2: Setup instructions

A new window will open, displaying the steps to create your A to Z Alumni account. Select **Continue**.



**Vincent, you can continue to access A to Z as an alumni**

Access your employment documents, get support, and connected to Amazon news. Let's help you get set up in 3 easy steps.

- 1 Enter your temporary password sent to your email **\*\*\*94@gmail.com**
- 2 We'll send a verification code to your mobile number **\*\*\*-9248**
- 3 Create a new password

[Choose another email or mobile number](#)

Continue

# Step 3: Email verification

Enter the **temporary password** that was sent to your email address. Select **Continue**.



We sent a temporary password to your email

We sent an email to \*\*\*94@gmail.com

Enter temporary password

Show password

[Didn't receive your temporary password?](#)

Continue

# Step 4: Phone verification

Enter the **verification code** that was sent to your phone number via SMS text. Then, select **Continue**.



## Enter verification code

We sent an SMS text to \*\*\*-8763

[Resend code](#)

Continue

# Step 5: Password setup

Enter your password and confirm it in the corresponding field. Select **Create password**.



## Create your password

### Password requirements

Passwords are case-sensitive. Your password cannot be the same as your last three passwords.

- Between 8 to 64 characters long
- At least 1 uppercase, 1 lowercase, 1 number, and 1 special character

Password

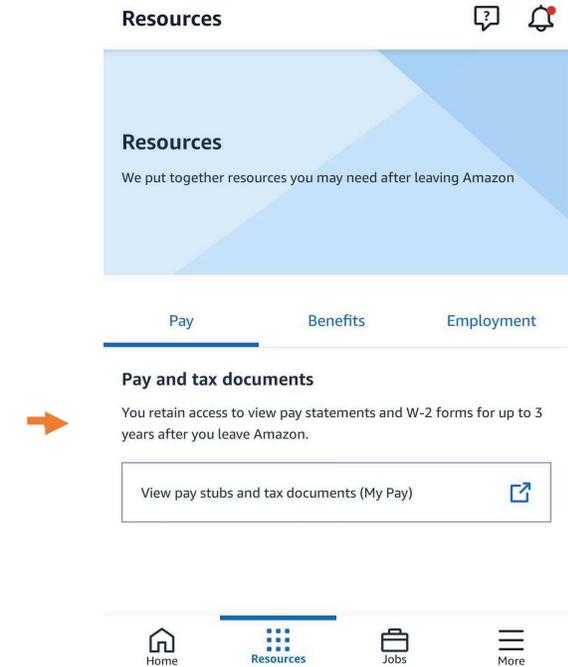
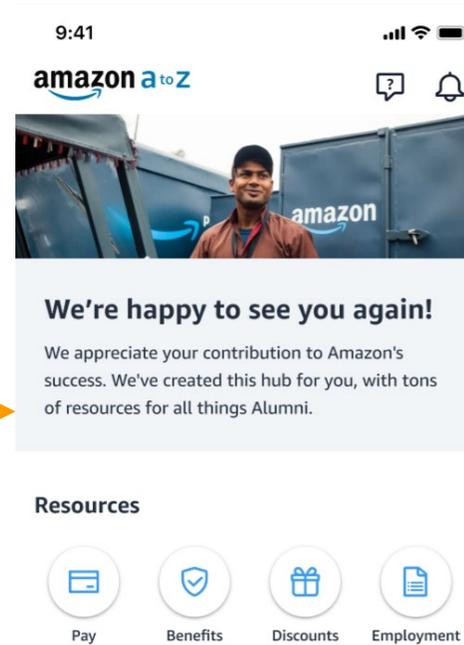
Confirm password

Show password

Create password

# Step 6: MyPay single sign-on

In the Alumni portal, select **Pay** > **View pay stubs and tax documents (My Pay)**.



# Step 6: MyPay single sign-on

You can also select **Resources**. Select **Pay > View pay stubs and tax documents (My Pay)**.

Resources



Resources

We put together resources you may need after leaving Amazon

Pay

Benefits

Employment

**Pay and tax documents**

You retain access to view pay statements and W-2 forms for up to 3 years after you leave Amazon.

View pay stubs and tax documents (My Pay)



Home



Resources



Jobs

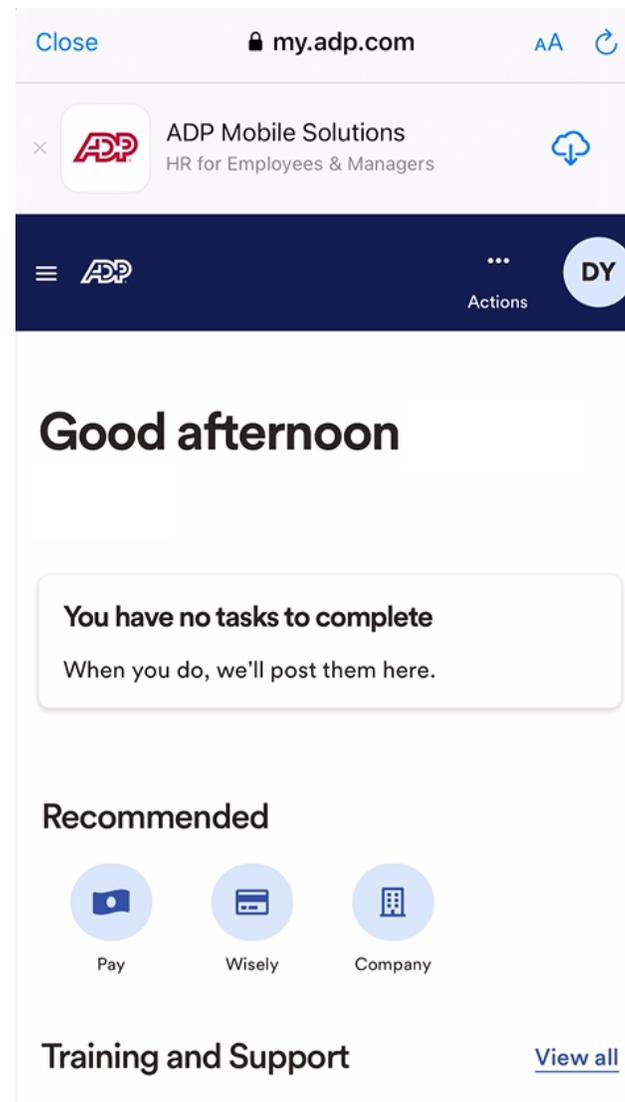


More

# Step 7: Go to MyPay

You will be routed to the **MyPay portal**.

Within MyPay, you can view your pay statements and W-2s in a secure environment for up to three years from your termination date.



# End of the guide

The Alumni experience is only available through the A to Z app. If you cannot use the A to Z app, access [MyPay](#) via your internet browser or contact [My HR Live Support](#) for help.

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