



**Professional Business
Solutions**
Of Western Colorado, Inc.

Staffing

2938 North Avenue, Suite C

Grand Junction, Co 81504 970-242-3881 phone 970-242-3796 fax

Dear Valued Employee,

To view your pay stub, you will need to download the Vfficient Mobile app.

Through the Vfficient mobile app, you can:

- View current and historical paychecks.
- Edit and update direct deposit with direct links to bank logins to view and select accounts.
- Receive push notifications for paychecks and company messages.

You also can view/update:

- Contact information (view and edit)
- Address information (view and edit)
- Emergency contacts (view and edit)
- Tax withholding (view only)
- Employment Summary (view only)

To download the app, search **Vfficient Mobile** in your device's App Store. Once you have downloaded the app, you will need to register. As the app opens, you will be asked to select a Vensure division – scroll down and select Vensure HR from the list of companies within the app. From there, follow the prompts to register. If you have any problems or can't get registered, please contact Vensure directly at 1-866-636-2855 for assistance and they will help you get registered. If you have any questions regarding the above information, please reach out to us and we will help you.

Sincerely,

Mary
Owner

Debbie
Payroll Coordinator

Kendra
Staffing Coordinator

