

## Instructions For Vail Resorts my.vailresorts.com (Pay and Personal Information)

This site allows you to view and / or change much of your personal information directly without having to go through an Administrator or Human Resources person. Among many other items, you can:

Change personal information

View and print your W2

Elect Pay options

Direct Deposit, check, Paycard (default)

View paystubs

View Benefits elections

Go to [BCSnowPro.com](#)

**Login** with your Username and Password

Click "**Continue**" to go to Web Site

Select "**Useful Stuff**" from the Menu

Select "**Helpful Links**"

Click on "**my.vailresorts.com**" This will take you to the web site: <http://my.vailresorts.com>

Sign in to PeopleSoft (click on the link)

**Login** to the site (First Time: Username: Employee ID (6 digit), Password: Pswd\*\*\*\* where \*\*\*\* represents the last 4 digits of your Social Security Number)  
If you have forgotten your password, use the "Forgot Password" option.

Select "**Main Menu**"

Select "**Self Service**"

Select the area that you want to view / change (e.g. **Payroll and Compensation**); then select any sub-item such as "**View Paycheck**"