**Covelli Website Instructions**

* Go to the website:  web-reports.covelli.com, Click Log In
* Type in your User Name and Password
  + User Name – your 4 digit store number plus the **last 5 digits** of your social security number.  If you do not know your store number, please contact the manager at your café.
  + Password – the **first 6 digits** of your social security number

Example-John Smith worked at 3310 and his social is 123-45-6789

* + - * His user name would be 331056789 and password would be 123456
* Click “set password” on the left side of the screen.
  + Choose a security question
  + Type your answer (will automatically use all CAPS)
  + Type in your email address
  + Type in your password (you may use your previous one or a new one) (Maximum of 8 characters)
  + Retype your password
  + Click Update
* Choose the report that you want to view by clicking on it.  (W2’s, check stubs etc.)
  + If trying to print check stubs – make sure you are using the correct date.  Panera checks are printed on Tuesday (not Wednesday)
* When the selection screen appears for the report, do the following.
  + Click on the calendar for the date.  This will copy the date into the date field, or you can key in the date field. (MM/DD/YYYY)
  + Click on the year if a drop down box appears.
  + Click on GET REPORT
  + The report will display in Adobe format.  (You must have Adobe on your computer in order to use this)
  + Once the file is opened – you can print, save etc.

Note:  If you are having a problem, check the following:

            Does the browser allow pop-ups?  Turn this on, if a problem

            Make sure you have the correct user name and password

If you still need help contact….

                               Email:  [Carrie.zydyk@covelli.com](mailto:Carrie.zydyk@covelli.com)

Carrie Zydyk

Covelli Enterprises / Payroll Department