

Cape Cod Collaborative Employee Portal Login/View & Print Pay Stubs

1. Employee Portal Login (FIRST TIME LOGIN)

- a. Go to URL: <https://portal.apa.afanywhere.com/capecod>
- b. Select LOGIN in the top right corner
- c. Select RESET
- d. Enter Login ID: **six digit employee ID #**
- e. Enter Soc Sec Number (encrypted for security purposes)
- f. Select SUBMIT, a temporary password email will be sent to the email address on file.

Reset forgotten password ✕

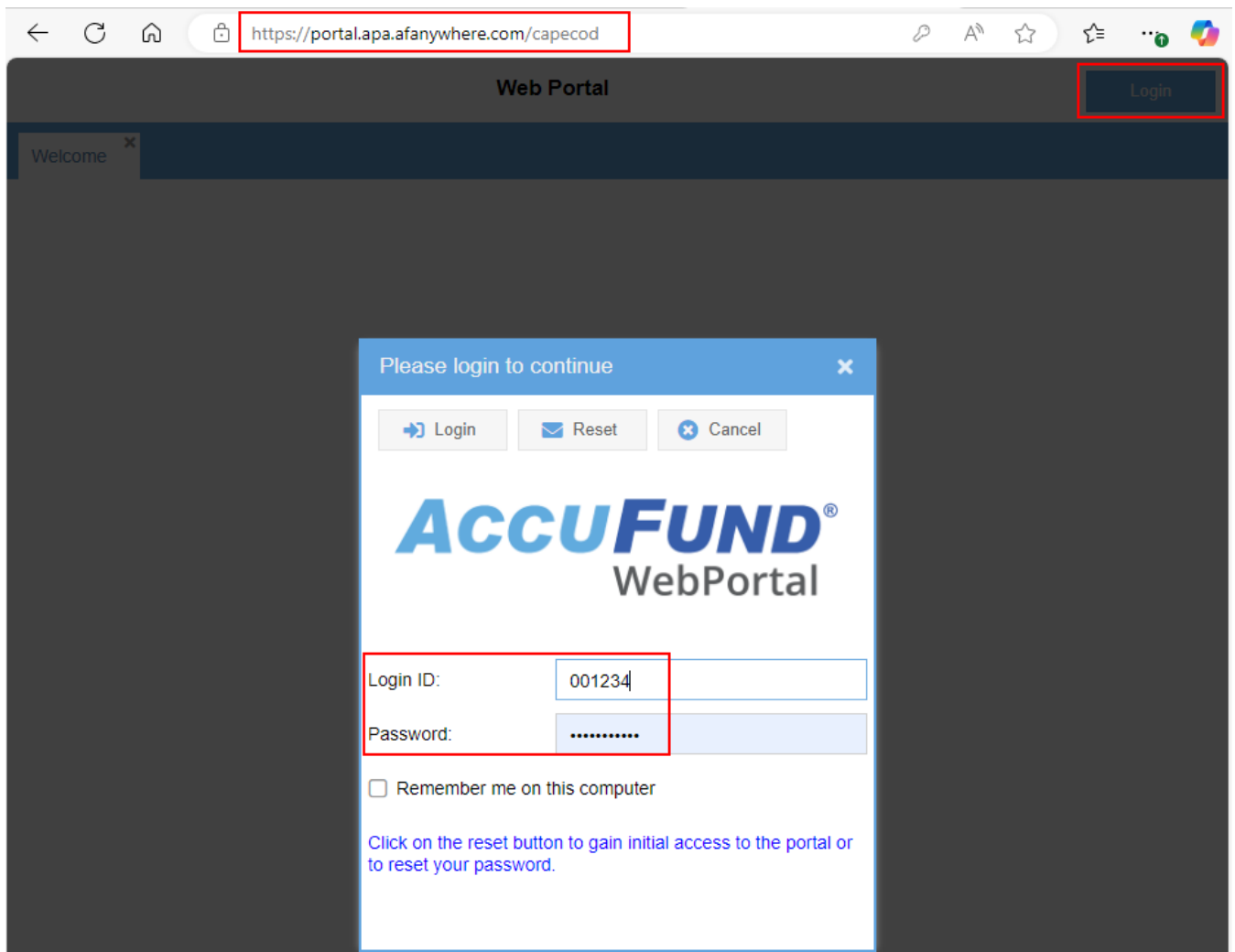
Password reset and self registration

- Pressing submit will cause a temporary password to be emailed to you.
- If you are unable to reset your password, contact your system administrator.

Login ID:

Soc Sec Number:

- g. Go to URL: <https://portal.apa.afanywhere.com/capecod>
- h. Select LOGIN in the top right corner
- i. Enter Login ID: **six digit employee ID #**
- j. Enter temporary password from email received.
- k. Select LOGIN.



- l. A prompt will appear requesting Original Password = Temporary Password, New Password and Confirm Password. New and Confirm Password must adhere to the password requirements of 8 character length and one special character.

- m. Select SUBMIT.

The screenshot shows a 'Change password' dialog box with a blue header and a close button (X). At the top, there are two buttons: 'Submit' (with a checkmark icon) and 'Cancel' (with an X icon). Below the buttons, a message states: 'Your password has expired and must be changed.' There are three password input fields: 'Original Password:', 'New Password:', and 'Confirm Password:'. Each field contains a series of dots representing masked characters. A red box highlights the 'Submit' button and the three password input fields. Below the input fields, there is a section titled 'Password requirements' with a red border, containing two bullet points: 'New password must be at least 8 characters long.' and 'New password must contain at least one special character.'

- n. Once logged in go to VIEW > MY PAY STUBS to view and print pay stubs.

***PLEASE NOTE, when printing a pay stub be sure to turn off pop-up blockers from www.afanywhere.com website via web browser. A prompt will appear indicating if the pop up relating to the is being blocked. More commonly observed with Microsoft Edge web browser.**