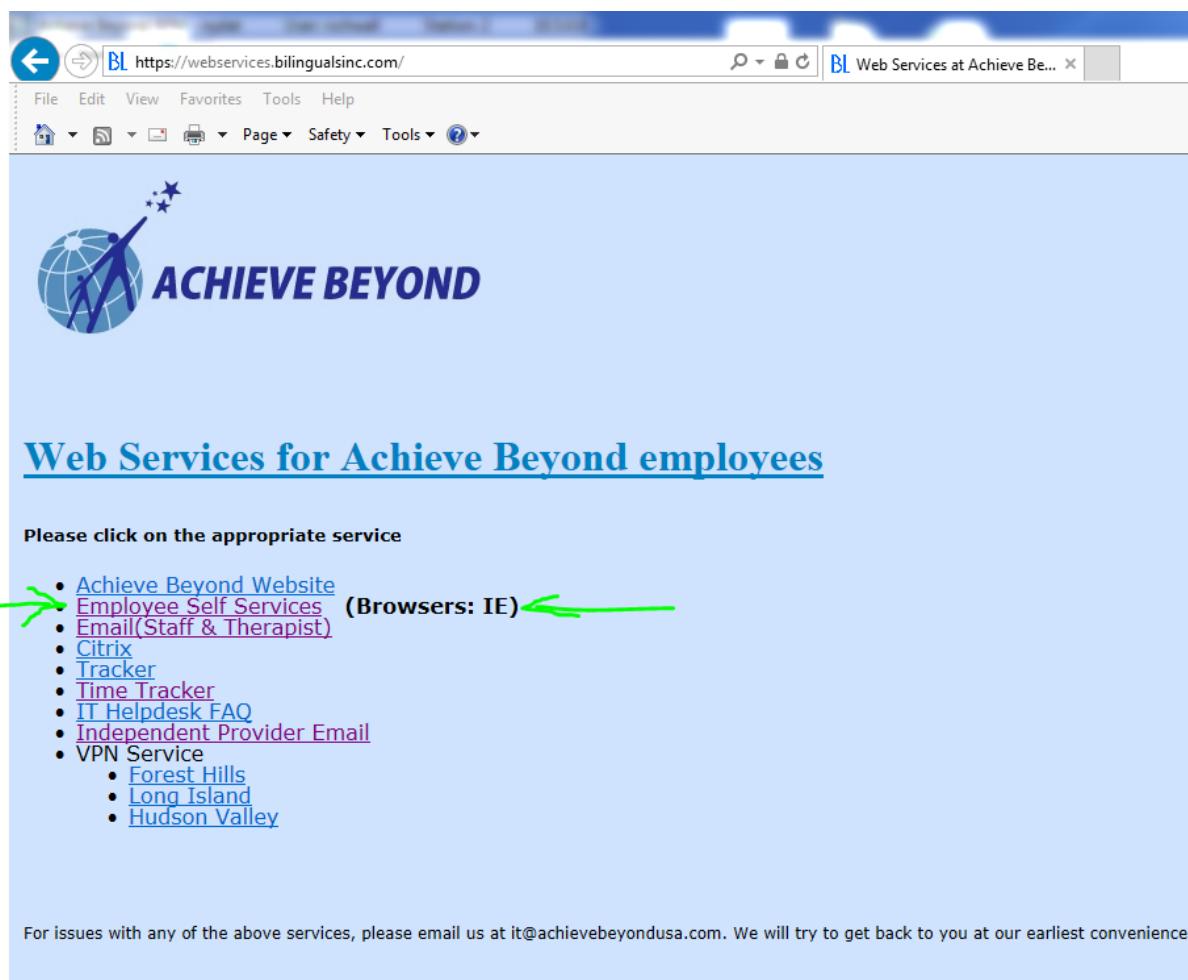


HOW TO ACCESS ACHIEVE BEYOND PAYSTUBS

1. Go to <https://webservices.bilingualsinc.com/>
2. Click Employee Self Services (Use Internet Explorer browser for best results)



Web Services for Achieve Beyond employees

Please click on the appropriate service

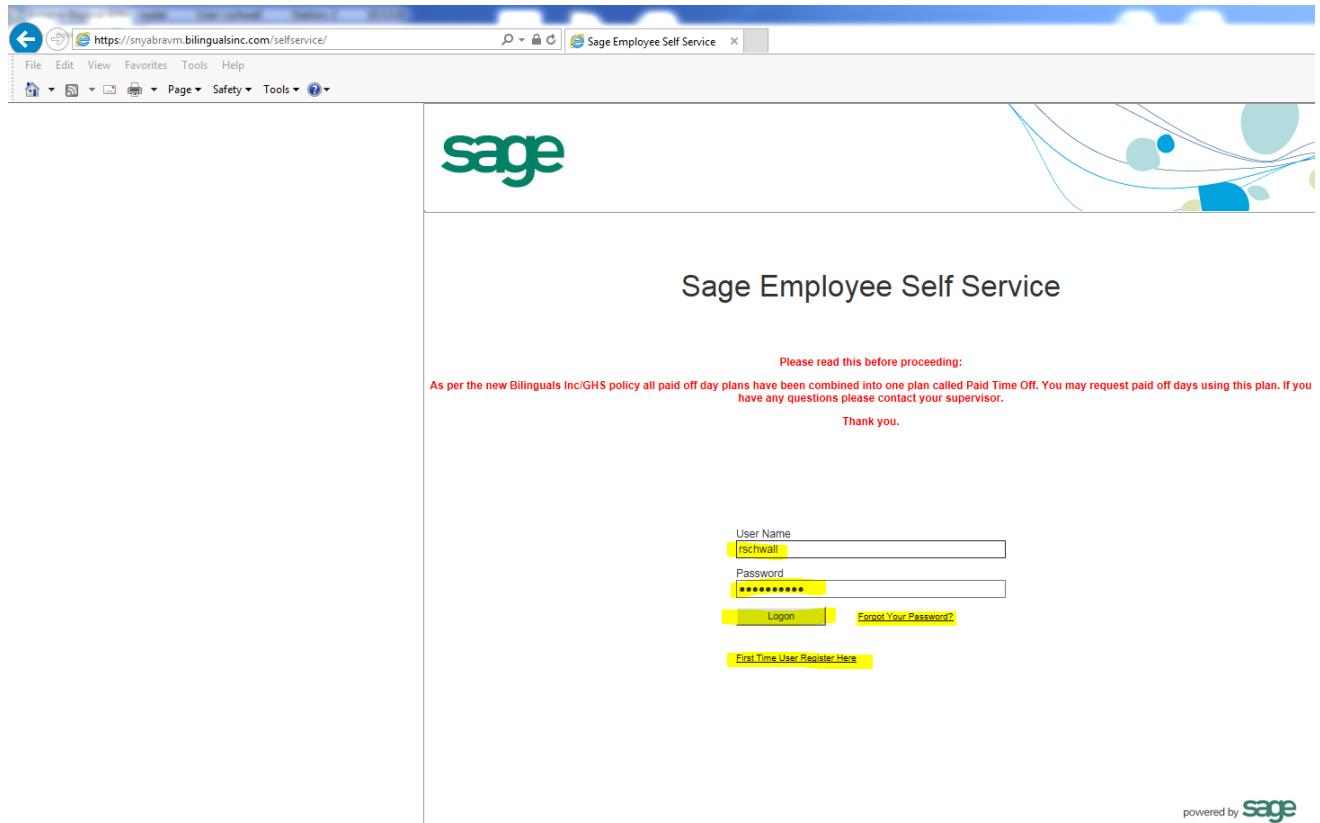
- [Achieve Beyond Website](#)
- [Employee Self Services](#) (Browsers: IE)
- [Email\(Staff & Therapist\)](#)
- [Citrix](#)
- [Tracker](#)
- [Time Tracker](#)
- [IT Helpdesk FAQ](#)
- [Independent Provider Email](#)
- VPN Service
 - [Forest Hills](#)
 - [Long Island](#)
 - [Hudson Valley](#)

For issues with any of the above services, please email us at it@achievebeyondusa.com. We will try to get back to you at our earliest convenience.

3. Enter your Username and password

***Or...**

If this is your first time logging in, click the link titled “First time user register here” (link located below Login button) and follow prompts to access.



The screenshot shows a web browser window with the following details:

- Address Bar:** https://snyabrvm.bilingualsinc.com/selfservice/
- Page Title:** Sage Employee Self Service
- Header:** File Edit View Favorites Tools Help
- Content Area:**
 - Sage Logo:** The word "sage" in a green, lowercase, sans-serif font.
 - Section Header:** Sage Employee Self Service
 - Text:** Please read this before proceeding:
As per the new Bilinguals Inc/GHS policy all paid off day plans have been combined into one plan called Paid Time Off. You may request paid off days using this plan. If you have any questions please contact your supervisor.
 - Text:** Thank you.
 - Form Fields:** User Name (containing "rschwall"), Password (containing "*****").
 - Buttons:** Logon (highlighted in yellow), Forget Your Password?
 - Links:** First Time User Register Here (highlighted in yellow).
- Page Footer:** powered by sage