

## Pay Advice Automatically Emailed Each Pay Period

If you have an email address, you can sign up to have your pay advice automatically emailed. If you choose this option, your pay advice will be emailed to you each pay period as an encrypted PDF attachment, which is password protected.

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To sign up for Automatic email complete the following

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Email Address \_\_\_\_\_

PDF Password:

**8 Characters or less** (numbers, letters or a combination. **Please do not use symbols.**)

This password will be used to open your pay advice attachment each pay period.

Please add our email address ([MyInfo@raytheon.com](mailto:MyInfo@raytheon.com)) to your Safe or Approved list in your email account to ensure the emailed pay advice will be accepted by your email account.

Employee Signature \_\_\_\_\_

You agree to the use of the Company's Intranet site or email system for delivery of your wage and deduction information. Please note you will not receive a paper pay advice once you choose to email your pay advice

Submit your change using one of the options below:

1. Fax this letter to the Payroll Center (972) 344-9050
2. Mail to Raytheon Payroll Center, P.O. Box 7000, Greenville Tx 75403-7000

Raytheon Payroll Center  
(877) 291-9990