



eSuite Account Instructions

If you have any questions, Balas Payroll is open Monday-Friday, 8am – 4:30pm.

Activating New Account:

- District website: www.a2schools.org
- Use Google Chrome
- Click on For Staff
- Click on Staff Payroll Resources
- Click on Payroll Inquiry
- Click on the eSuite link
- Click on the Need a login? link to Activate your Account
- An email will be sent to **the email on file** with instructions on setting up your account.

Re-setting Account Password:

- District website: www.a2schools.org
- Your User Name
- Use Google Chrome
- Click on For Staff
- Click on Staff Payroll Resources
- Click on Payroll Inquiry
- Click on the eSuite link
- **click on the Reset Password link.**
- An email will be sent to **the email on file** with instructions on resetting your password.