

## **Register for a User Name**

When you are granted access to one of Paycor's applications, an administrator at your company will have created a record where your personal, contact, and other information is stored. When that happens, you should receive instructions on how to register so that you can access and update your information as designated by your employer.

Note: If you are an employee, your employer must have your Date of Birth and Social Security Number (SSN) entered in the system in order for you to register for a Paycor.com User Name.

Check here for other employee questions: www.paycor.com/help

### How did you receive your registration instructions?

- Email Instructions (page 1)
- Paper Instructions (page 5)

## **Email Instructions**

To register, follow the steps below. Screen shots that illustrate these steps are on the next page.

- a) You should receive an email to "Register for your *client* account at Paycor".
  - b) Click the link in the email you receive.

OR

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- a) From <u>www.paycor.com</u> click Sign In.
- b) Skip the User Name and Password fields.
- c) Click the "Register Here!" link below the Sign In area.

On the Registration information page: enter your Last Name and Access Code.

Note: The access code is in the body of the registration instructions. You should type this code into the Access Code field.

Click the **Continue** button.

On the Create username and password page: enter a User Name, Password, and Email Address.

Click the **Continue** button.

- Note: If you already have a Paycor account, sign in and Paycor will combine your new registration information to your existing account. (screenshot on page 4)
- On the Verify your email address page: enter the Verification Code that was just sent to the email address you entered when creating your user name.

Click the **Continue** button.

Note: This step is only needed for users who change the email address from which they received their registration instructions.



# On the Change your security questions page: select your Security Questions and enter your Answers.

Click the Save button.

Once successfully registered your home screen may look similar to what can be found on page 5 depending on the services and access given to you by your company.

Paycor	Support
Dear Kyle,	
As an associate of Perform Design LTD, you receive that will give you access to your employee information need it. To get started:	a Paycor account n whenever you
Register for an account at https://enterprise.paycor.com/Account with the following access code:     26FA1FE2-79485	nts/UserRegistration/Register
<sup>2</sup> Complete a few simple steps and gain immediate access to you	r information.
Please contact your manager or HR representative at Perform Desig questions.	gn LTD with any

Step 1: 'Register for your *client* account at Paycor' email.



Step 1: Paycor.com Sign In screen – click "Register for a User Name and Password".



Registration information	
efore you can begin accessing your personal pay information, we will need to go through a couple of steps to verify your ide	entity.
ast Name	
ccess Code 2	
	Cancel

Step 2: Make sure to type your access code exactly as found in the registration instructions.

Create user name and password	Sign in
Jser Name	If you already have a Paycor account, sign in now and we will add this registration to you existing account.
langword	User Name
i	Forgot?
Jorify Bacaword	Password
B	Forgot?
mail Address	Continue
I acknowledge that my checkstub and/or payroll information is available to me on online via Paycor's web-based portal.	

Step 3: User Name (20 character max) and be sure to follow the Password requirements.

We've sent a verification code to the email address associated with your account. Please check your email and enter the code here. Verification Code	Verify your em	ail address	
	We've sent a verification co	de to the email address associated with your account. Please check your email and enter the code here.	
Vacana Email Vacation ( ada ) ( antinuo	vernication code	Pacend Empil Varification Code	Continue

Step 4: If you have received your instructions by email and do <u>not</u> change your email address in Step 3, you will not need to complete this step.



the event you forget your user name or passw	ord, your security questions will be used to verify yo	our identity.
ease complete each question and do not use th	e same answer more than once.	
uestion 1	Answer 1	
What is your father's middle name?	T	
uestion 2	Answer 2	
What is your favorite sport?	T	<b>5</b>
uestion 3	Answer 3	
Where is your favorite vacation spot?	▼	
uestion 4	Answer 4	
What was your high school's mascot?	T	

Step 5: Complete your security questions in case you ever forgot your user name or password.

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Step 6: Screenshot shows what you're home screen may look like.

### **Step 3:** If you already have a Paycor account:

Your IDs will have been merged. Please note that the page references the credentials to use going forward when accessing Paycor.com.

Click <u>Continue</u> to go to your Online Home page.

ombine User	' IDs		
Congradulations, your 'our new User ID, passw	IDs have been merged. ord, email address and securi	ity questions have been saved. Please use the following credentials to access Paycor.com	
	User ID Email Address	1879 Bartellandi Souther Berger (St. 1987)	
			в
			Continue



## **Paper Instructions**

To register, follow the steps below. Screen shots that illustrate these steps are on the next page.

- a) From <u>www.paycor.com</u> click **Sign In**.
  - b) Skip the User Name and Password fields.
  - c) Click the "Register Here!" link below the Sign In area.

On the **Registration information** page: enter your **Last Name** and **Access Code**.

Note: The access code is in the body of the registration instructions. You should type this code into the Access Code field.

Click the **Continue** button.

On the Security verification page: enter your Social Security Number and Birth Date. Click the Continue button.

Note: This step is only needed for employee users who receive paper registration instructions. Contacts will <u>not</u> see this page.

On the Create username and password page: enter a User Name, Password, and Email Address.

Click the **Continue** button.

Note: If you already have a Paycor account, sign in and Paycor will combine your new registration information to your existing account. (screenshot on page 4)

On the Verify your email address page: enter the Verification Code that was just sent to the email address you entered when creating your user name. Click the Continue button.

On the Change your security questions page: select your Security Questions and enter your Answers.

Click the Save button.

Once successfully registered your home screen may look similar to what can be found on page 5 depending on the services and access given to you by your company.

Screenshots are continued on next page.





Step 1: Paycor.com Sign In screen – click "Register for a User Name and Password".

Registration information	l
Before you can begin accessing your personal pay information, we will need to go through a couple of steps to verify your identity.	
Access Code	l
Cancel Continue	Ŀ
Cancel Continue	s

Step 2: Make sure to type your access code exactly as found in the registration instructions.

Security verification	
For your protection, we ask that you provide two additional pieces of verification information.	
Social Security Number	
Birth Date	
mm-dd-yyyy	
	Cancel Continue

Step 3: If you receive your registration instructions in an email sent by Paycor, then you will not see this screen because you will have received a personalized access code.



Create user name and password	Sign in
Jser Name	If you already have a Paycor account, sign in now and we will add this registration to your existing account.
Password	User Name Forgot?
/erify Password	Password Forgot?
Email Address	Continue
I acknowledge that my checkstub and/or payroll information is available to me on online via Paycor's web-based portal.	
Continue	

Step 4: User Name (20 character max) and be sure to follow the Password requirements.

/erity your e	mail address			
'e've sent a verification	code to the email address ass	ociated with your account. Pleas	se check your email and enter the code here.	
/erification Code		<b>5</b>		
			Resend Email Verification Code	Continue

Step 5: Go check our email and enter in the four digit code which will have been sent to you.

the event you forget your user name or passwor	rd, your	security questions will be used to verify your identity.	
ease complete each question and do not use the	same ar	nswer more than once.	
uestion 1		Answer 1	
What is your father's middle name?	•		
uestion 2		Answer 2	
What is your favorite sport?	•		
uestion 3		Answer 3	6
Where is your favorite vacation spot?	۲		
uestion 4		Answer 4	
What was your high school's mascot?	•		

Step 6: Complete your security questions in case you ever forgot your user name or password.



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ayroll 7	Time & Attendance	HR & Benefits

Step 7: Screenshot shows what you're home screen may look like.

### **Step 4:** If you already have a Paycor account:

Your IDs will have been merged. Please note that the page references the credentials to use going forward when accessing Paycor.com.

Click <u>Continue</u> to go to your Online Home page.

Combine User IDs	
Congradulations, your IDs have been merged. Your new User ID, password, email address and security questions have been saved. Please use the following credentials to access Paycor.com.	
User ID Email Address	
	4
	Continue