

W-2s? Check.
1099s? Check.
Checkstubs? Check(s).

Access your personal pay information and more with Paycor.
Complete the steps below to securely register at paycor.com.

Prepare to register.

You'll need the following items to register.

1. An email address (you will receive a verification code to this address to complete your registration).
2. A web browser (find a full list here: www.paycor.com/system-requirements).
3. Adobe Reader (you can download and install for free here: get.adobe.com/reader).

Your access code
is

62095

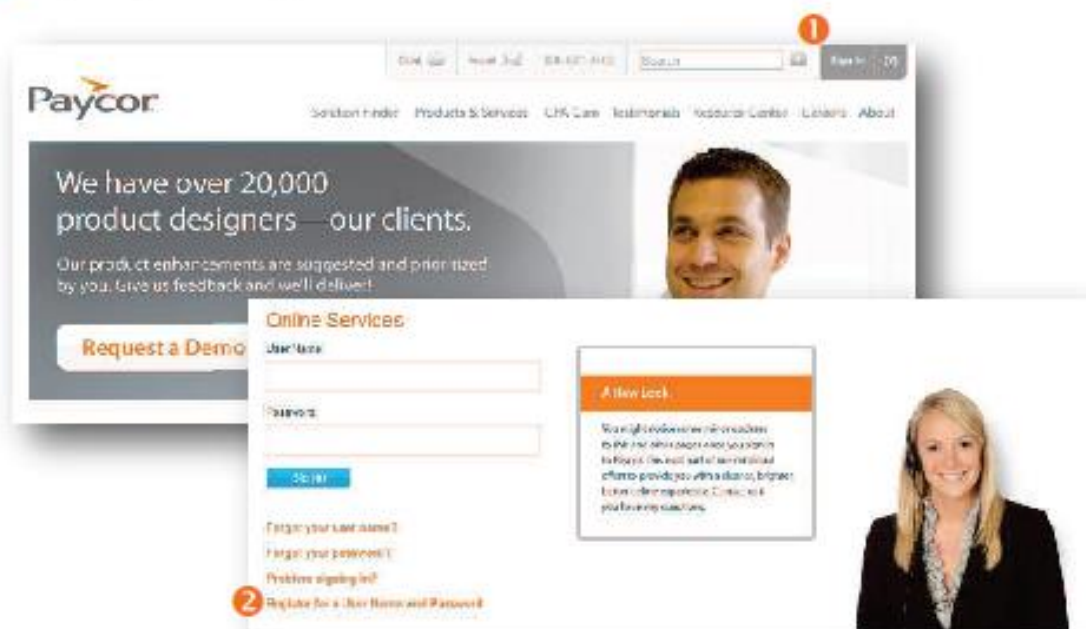
Registering as an Employee – Employee Function

You will need the registration instruction page from your employer.

- 1 From www.paycor.com, click **Sign In**.
- 2 Skip the User Name and Password fields.
Click the **"Register for a User Name and Password"** link below the Sign In area.
- 3 On the "Tell us who you are." page: enter your **Last Name, Social Security Number, Birth Date, and Access Code (provided by your employer)**.
Click the **Continue** button.
- 4 On the "Create your account." page: enter a **User Name, Password, Security Questions and Answers, and Email Address**.
- 5 Confirm your personal information, and then click the **Create Account** button.
- 6 Close your browser.
- 7 Open your mailbox for the email address you used to register above.
Click the link provided in the email.
Enter your **User Name** and **Password** to create your account.
- 8 Click **Complete Registration**.

Note: You must complete this step within 48 hours of receiving the email.

- 9 Sign in again to view your check stubs.



Screenshots continued on next page.

3 Tell us who you are.
Welcome! Please enter your information so we can securely register you.
You'll need to enter a few pieces of personal information so we can create your account.
Last Name:
Social Security Number:
Date of Birth:
Access Code (provided by your employer):

4 Create your account.
Now, you'll need to create your account (username and password).
Do you have an email account? (We'll use this to verify your account.)
You'll use this information to access your account.
First Name:
Last Name:
Preferred Username:
Password:
Confirm Password:
Create Account
IMPORTANT NOTES:
- Use between 7 and 28 characters.
- Don't include special characters like @, %, ! or spaces.
Password Selection:
- Use at least 2 characters.
- Use at least 1 upper case letter, 1 lower case letter and 1 number.
- Don't include yourself (like 123, 456, 789, etc.).
- Don't use a password that includes any of the following: 1234567890, your job name.

5 Almost there.
Here in the final step of your account setup, you'll need to provide a confirmation message to us, which we'll use to provide to you once you complete your registration.
Account Information: Last Name: , Social Security Number: , Date of Birth: , Email Address:
Security Question: First two your high school mascot?
What state were you born in?
What is your favorite color?
What is your favorite number?
 I understand that the creation of my account and the use of my account is subject to the applicable law.
Cancel Create Account

6 Now you can complete your registration.
You've entered a confirmation message to us and all the information you provided.
Within 15 minutes, you'll receive an email and a print receipt and we'll have your account created.
You will then have ongoing access to your account!

7 Complete your registration.
Enter your new username and password below, then click "Complete Registration".
First Name:
Last Name:
Password:
Confirm Password:
Complete Registration

8 Congratulations!
You've successfully completed your registration and now have ongoing access to www.paycor.com.
[View Your New Account](#)

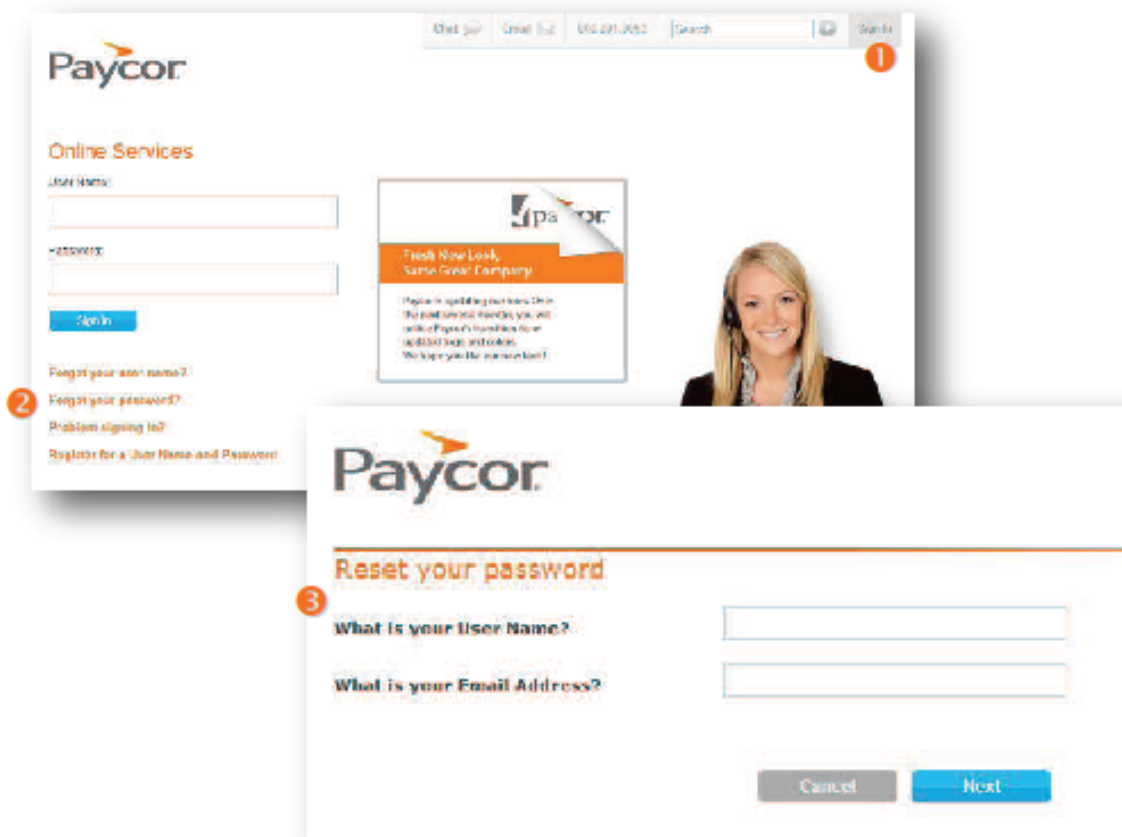
Forgot your user name? – Employee Function

- 1 Go to paycor.com and click on the **Sign In** button in the top right button.
- 2 Skip the User Name and Password fields.
Click the **"Forgot your user name?"** link below the Sign In area.
- 3 On the "Recover your user name" page: answer the question, **What is your E-mail Address?**
Click the **Next** button.
- 4 The next page will ask you to answer one of the security questions you entered when signing up for your Paycor user name and password.
Click the **Next** button.
- 5 Go to your email, and recover your user name. Then return to paycor.com and sign in.

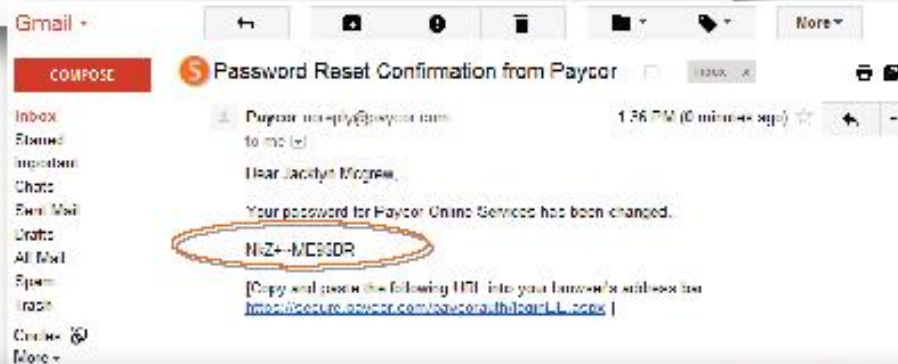
The image shows a sequence of steps for recovering a user name. It starts with the Paycor homepage where the 'Forgot your user name?' link is highlighted. The next step is the 'Recover your user name' page, which asks for the user's email address and provides a 'Next' button. The following step shows the same page asking a security question: 'Please answer the following question: What state were you born in?'. Finally, an email from Paycor is shown in a Gmail inbox, with the subject 'Paycor Online Services User Name Recovery' and the message content, where the username 'mcgrew1979' is circled in red.

Forgot your password? – Employee Function

- 1 Go to paycor.com and click on the **Sign In** button in the top right button.
- 2 Skip the User Name and Password fields.
Click the "**Forgot your password?**" link below the Sign In area.
- 3 On the "Recover your password" page: answer the questions, **What is your User Name?** and **What is your E-mail Address?**
Click the **Next** button.
- 4 The next page will ask you to answer one of the security questions you entered when signing up for your Paycor user name and password.
Click the **Next** button.
- 5 Go to your email, and recover your password. Then return to paycor.com and sign in.
- 6 After signing in, you will be prompted to **Change your password**. Enter the password that had been emailed to you, and then enter a new password. Click on **Change Password**.



Screenshots continued on next page.



Registration and Access – Troubleshooting for Employees

I am having trouble viewing my online check stubs. What steps can I take if I am receiving errors or the check stubs are not displaying properly?

- 1 Please check to be sure your PC meets the following requirements:
 - Internet Explorer version 8.0, MAC Safari 4.0, or Mozilla Firefox 3.6
 - Adobe Reader, version 7.0 or higher
- 2 **Pop-up blockers:** Your pop-up blocker utility could prevent you from viewing your check stub by blocking or closing your browser when you click the "employee sign in" button. To avoid this issue, hold down the CTRL button while clicking the "employee sign in" button. This will override the pop-up blocker and allow the sign in screen to appear as normal. Another option is to set your pop-up block program to "always allow pop-ups from this site" and/or add paycor.com to your list of Trusted sites.

I am having trouble completing the registration process. What steps can I take to ensure I register right the first time.

- 1 Please check to be sure your PC meets the following requirements:
 - Internet Explorer version 8.0, MAC Safari 4.0, or Mozilla Firefox 3.6
 - Adobe Reader, version 7.0 or higher
- 2 Be sure you have the following items ready and in hand before you continue:
 - Your Email Address – It is recommended that you do not use a shared email address because sign in information will be sent to this address.
 - Registration Instructions – These will be provided by your employer, and will include the Access Code that is required when signing up for a User Name.
- 3 After submitting the registration online, complete the registration process **within 48 hours** by clicking the link in the email you receive from Paycor and entering your user name and password. If you do not receive this registration email, please check your spam or junk mail folder.

I have tried all of the troubleshooting steps above and I still cannot view or register for Online Check Stubs. What do I do now?

Please contact your Payroll or Human Resources department. They are authorized to reset your access codes or they can get in touch with a Paycor technical support associate.