Paper Instructions

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

❶ a) From www.paycor.com click **Sign In**.

b) Skip the Username and Password fields.

c) Click the "**Register Here!**" link below the Sign In area.

❷ On the **Registration information** page: enter your **Last Name** and **Access Code**. 96277

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.

❸ 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. Contacts will not see this page.

❹ On the **Create username and password** page: enter a **Username**, **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 5)

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

Click the Save button.

❻ On the **Verify your email address** page: enter the **Verification Code** that was just sent to the email address you entered when creating your username.

Click the Continue button.

❼ Once successfully registered your home screen may look similar to what can be found on page 9 depending on the services and access given to you by your company.
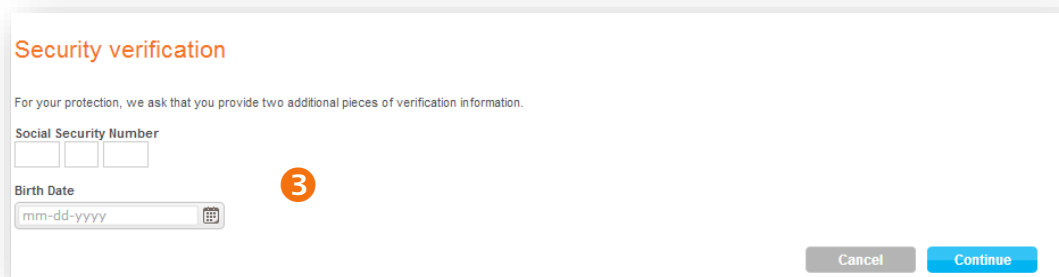
Screenshots are continued on next page.

     Updated: 3/16/17
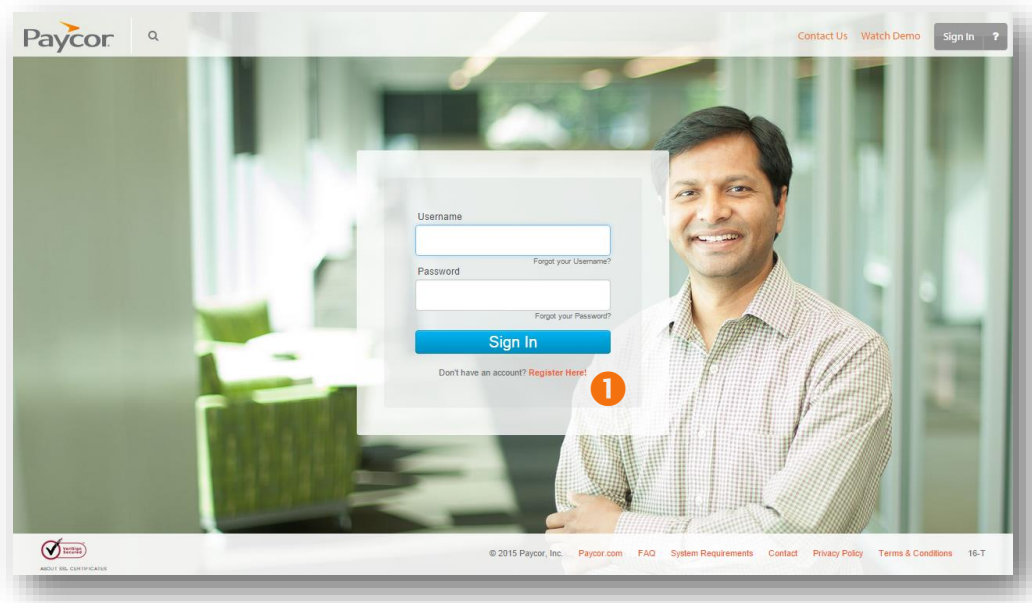
Step 1: Paycor.com Sign In screen – click "Register for a Username and Password".
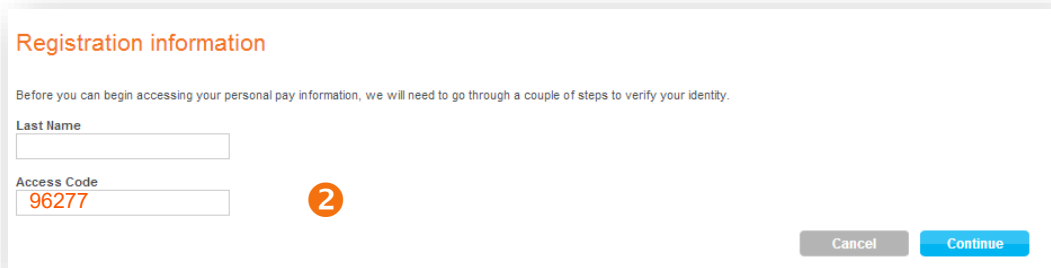
Step 2: Make sure to type your access code exactly as found in the registration instructions.

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.

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

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

Step 6: Check your email and enter in the four digit code which will have been sent to you.
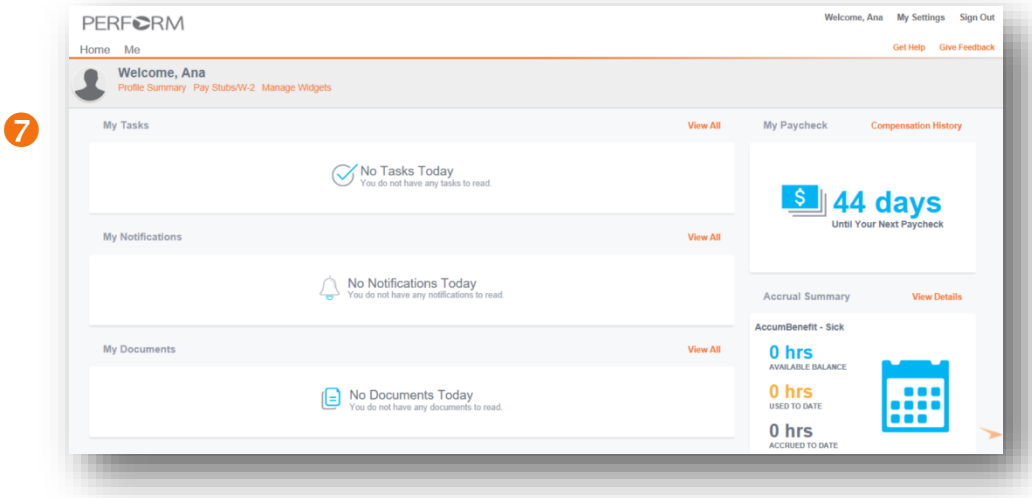
Paycor

Step 7: Screenshot shows what your 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 **Continue** to go to your Online Home page.