




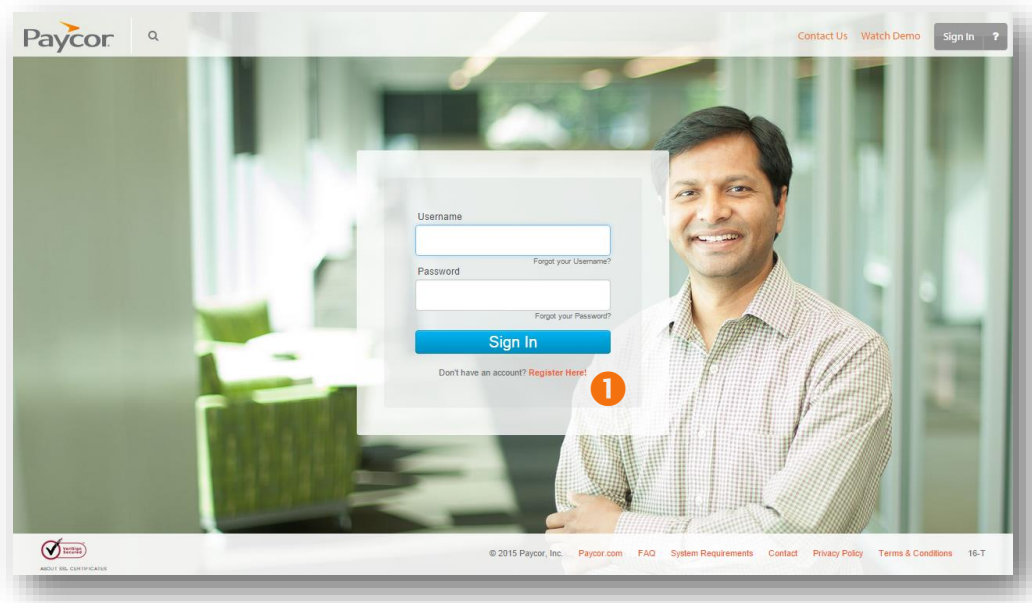


## Paper Instructions

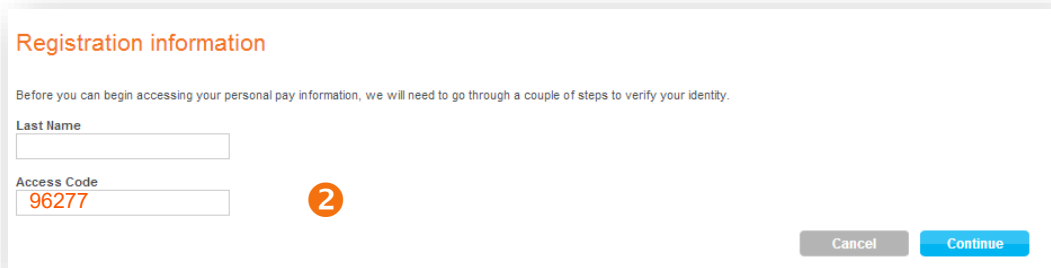
To register, follow the steps below. Screen shots that illustrate these steps are on the next page.

- 1 a) From [www.paycor.com](http://www.paycor.com) click **Sign In**.  
b) Skip the Username and Password fields.  
c) Click the **"Register Here!"** link below the Sign In area.
- 2 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  button.
- 3 On the **Security verification** page: enter your **Social Security Number** and **Birth Date**.  
Click the  button.  
Note: This step is only needed for employee users. Contacts will not see this page.
- 4 On the **Create username and password** page: enter a **Username**, **Password**, and **Email Address**.  
Click the  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)
- 5 On the **Change your security questions** page: select your **Security Questions** and enter your **Answers**.  
Click the  button.
- 6 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  button.
- 7 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.

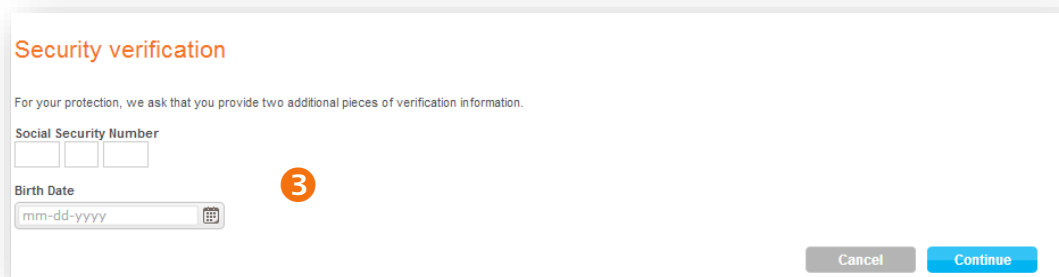
**Screenshots are continued on next page.**



**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.

**Create username and password**

Username

Password  4

Verify Password

Email Address

I acknowledge that my checkstub and/or payroll information is available to me on online via Paycor's web-based portal.

[Continue](#)

**Sign in**

If you already have a Paycor account, sign in now and we will add this registration to your existing account.

Username  [Forgot?](#)

Password  [Forgot?](#)

[Continue](#)

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

**Paycor**

**Update your security questions**

In the event you forget your username or password, your security questions will be used to verify your identity.

Please complete each question and do not use the same answer more than once.

Question 1: What is the first movie you saw in theaters? Answer 1:

Question 2: What is your favorite sport? Answer 2:

Question 3: What country have you always dreamt of vacationing in? Answer 3:

Question 4: What school did you attend for 6th grade? Answer 4:

5

[Cancel](#) [Submit](#)

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

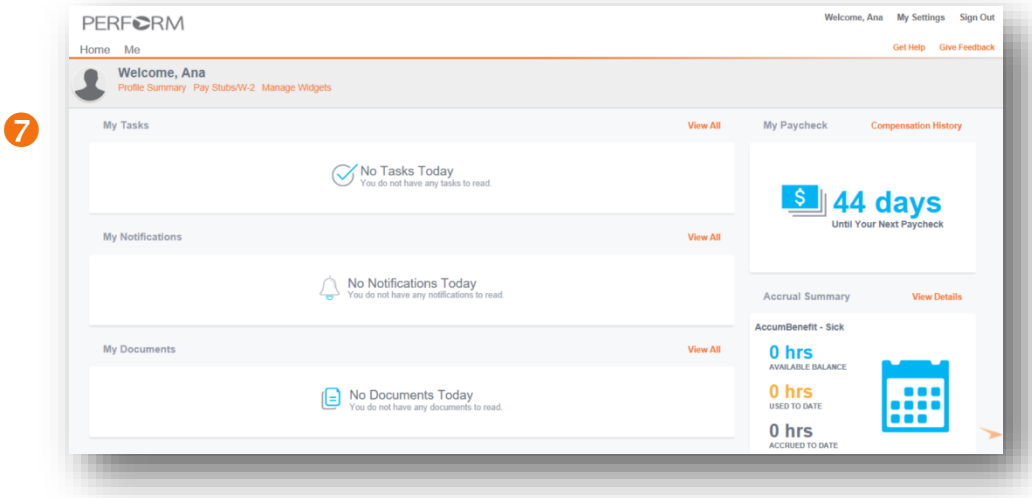
**Verify your email address**

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  6

[Resend Email Verification Code](#) [Continue](#)

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



**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.

