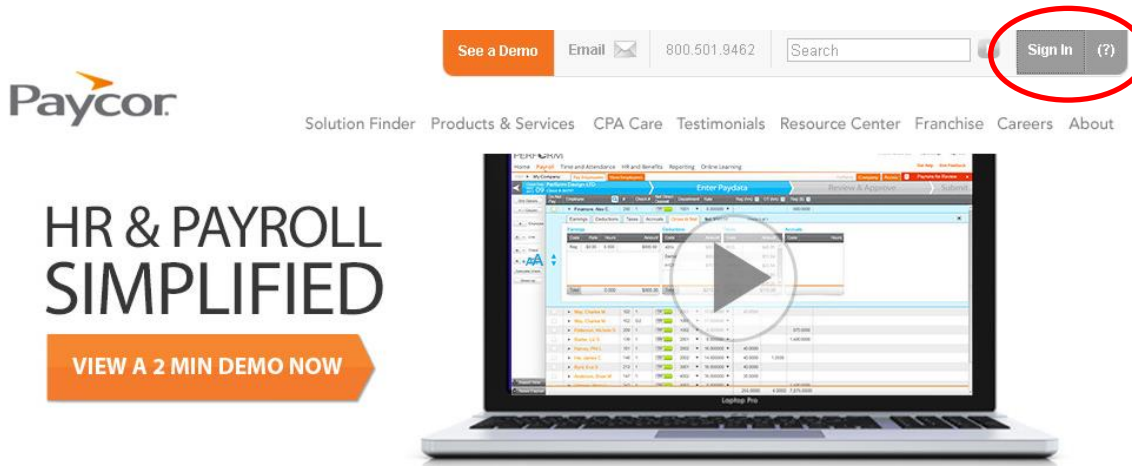


How to Register with Paycor

1) Go to Paycor.com and in the top right hand corner select "Sign In".



2) On the next page select Register for a User Name and Password.



Online Services

User Name:

Password:

Sign In

[Forgot your user name?](#)

[Forgot your password?](#)

[Problem signing in?](#)

[Register for a User Name and Password](#) ←

3) The next screen will ask for your last name and access code which is **67714**.



Tell us who you are.

Access your personal pay information once you securely register at paycor.com

You'll need to enter a few pieces of personal information so we can verify your identity.

Last Name

Access Code

Cancel

Continue

4) On the next screen you will need to enter your social security number and birthdate so Paycor can validate your identity.



We need more information

Access your personal pay information once you securely register at paycor.com
You'll need to enter a few pieces of personal information so we can verify your identity.

Social Security Number

Birth Date

Cancel

Continue

5) The next screen will ask if you already have an account, if you do select sign in. If you do not select continue.



Do you already have a Paycor account?

If you already have a Paycor account, please login below and we will add this new registration to your existing account.

UserName

Password

Sign In

[Forgot your user name?](#)

[Forgot your password?](#)

No account? We've got you covered

If this is your first Paycor account, then welcome to Paycor! Click 'Continue' below to create your brand new account.

Cancel

Continue

6) The next screen will ask you to establish your own user id and password. Our suggestion is to do your first initial and last name or your first name with last name initial. For example, JDoe or JohnD.



Create username and password

Access your personal pay information once you securely register at paycor.com
You'll need to enter a few pieces of personal information so we can verify your identity.

Passwords must meet the following complexity requirements:

- Must be between 7 and 12 characters.
- Must contain at least 1 upper case character.
- Must contain at least 1 lower case character.
- Must contain at least 1 numeric character.
- Cannot contain any of the following characters: []{}()\V.,`<>_&#;=.*

UserName

Password

VerifyPassword

EmailAddress

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

Cancel

Continue

7) A code will be sent to your email to verify. You will need to enter the code on this screen and hit continue.



Welcome, Karolyn Sign Out

Verify your email address

We've sent you an email with a special code. In order to verify that your email address is correct, please check your email and return here to enter the code below.

Email Code

Resend Email Verification Code

Continue

8) Once you have validated your email you will need to select 4 security questions and answers.



Welcome, Karolyn Sign Out

Change your security questions

If you forget your user name or password, your security questions help establish that you own your account.

Question 1	Answer 1
What state were you born in? <input type="text"/>	<input type="text"/>
Question 2	Answer 2
What is the name of your favorite childhood friend? <input type="text"/>	<input type="text"/>
Question 3	Answer 3
In what year was your mother born? <input type="text"/>	<input type="text"/>
Question 4	Answer 4
What school did you attend for 6th grade? <input type="text"/>	<input type="text"/>

Save

9) After hitting save you will be directed to the portal home page. Through this site you will be able to view your check stubs, time card, and benefits.

Please see Human Resources with questions. Thanks!