

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.

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

OR

- a) From www.paycor.com click **Sign In**.
b) Skip the User Name 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**.

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

Click the  button.

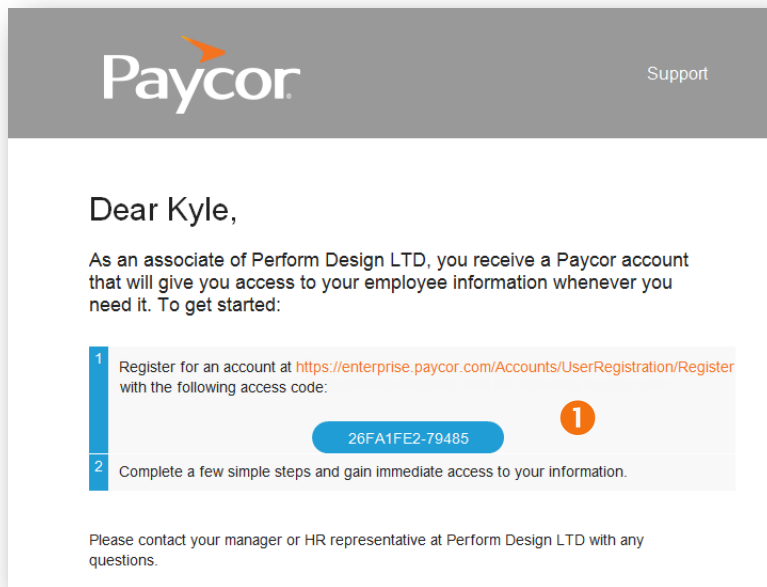
Note: If you already have a Paycor account, sign in and Paycor will combine your new registration information to your existing account. (screenshot on page 4)

- 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.

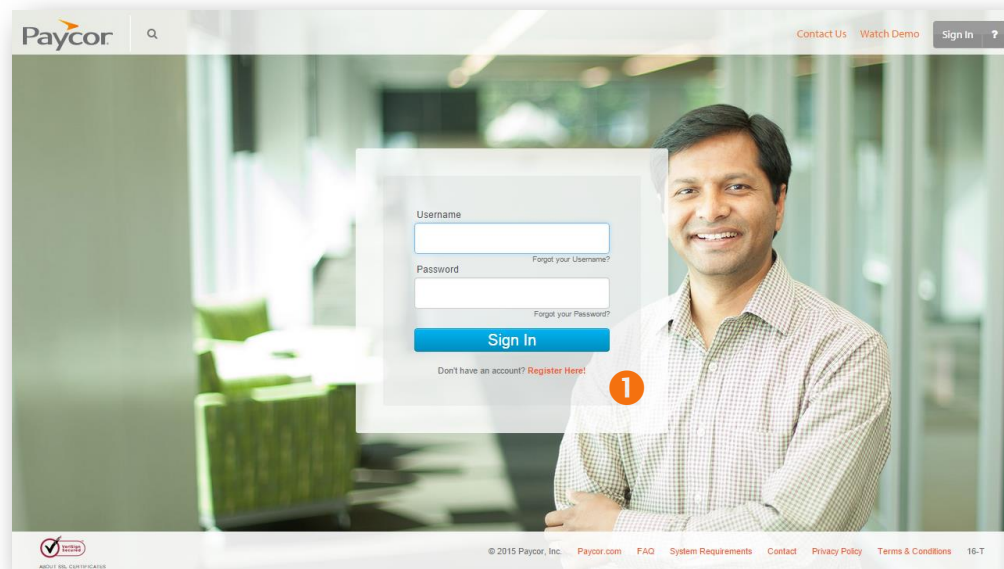
Click the  button.

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

- 5 On the **Change your security questions** page: select your **Security Questions** and enter your **Answers**.
Click the **Save** button.
- 6 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.



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

Before you can begin accessing your personal pay information, we will need to go through a couple of steps to verify your identity.

Last Name

Access Code **2**

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

Create user name and password

User Name

Password **1**

Verify Password **3**

Email Address

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

Sign in

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

User Name [Forgot?](#)

Password [Forgot?](#)

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

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 **4**

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

Update your security questions

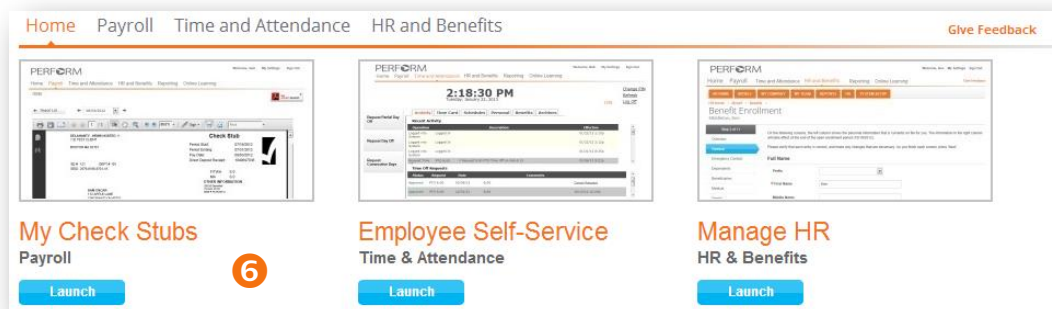
In the event you forget your user name or password, your security questions will be used to verify your identity. Please complete each question and do not use the same answer more than once.

Question 1	Answer 1
<input type="text" value="What is your father's middle name?"/>	<input type="text"/>
Question 2	Answer 2
<input type="text" value="What is your favorite sport?"/>	<input type="text"/>
Question 3	Answer 3
<input type="text" value="Where is your favorite vacation spot?"/>	<input type="text"/>
Question 4	Answer 4
<input type="text" value="What was your high school's mascot?"/>	<input type="text"/>

5

[Save](#)

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



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 [Continue](#) to go to your Online Home page.

Combine User IDs

Congratulations, 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	<input type="text" value="XXXXXXXXXX"/>
Email Address	<input type="text" value="XXXXXXXXXX@XXXXXX.com"/>

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[Continue](#)


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 click **Sign In**.
b) Skip the User Name 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**.

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 who receive paper registration instructions. Contacts will not see this page.

- 4 On the **Create username and password** page: enter a **User Name**, **Password**, and **Email Address**.
Click the  button.

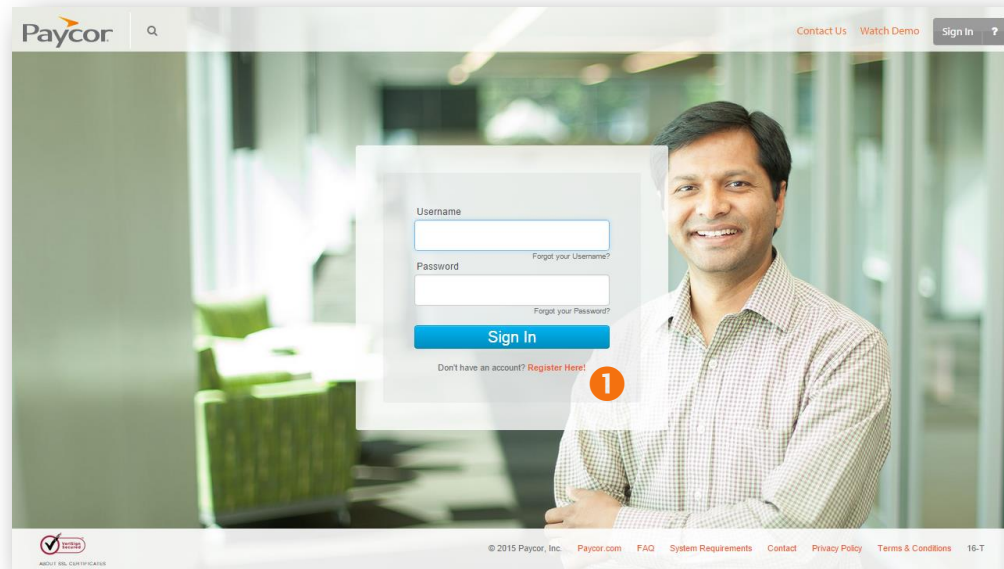
Note: If you already have a Paycor account, sign in and Paycor will combine your new registration information to your existing account. (screenshot on page 4)

- 5 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  button.

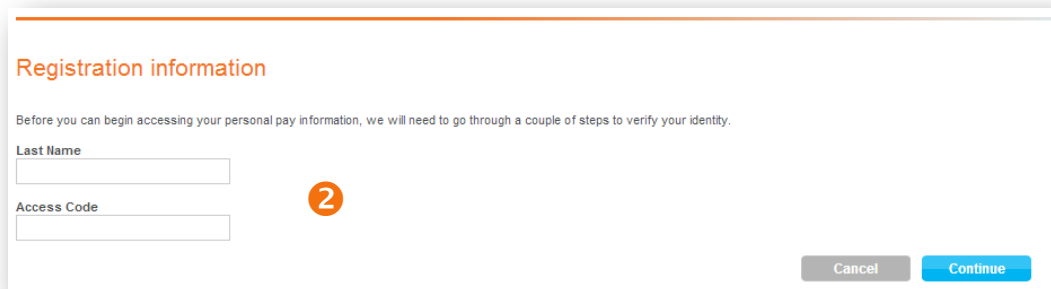
- 6 On the **Change your security questions** page: select your **Security Questions** and enter your **Answers**.
Click the  button.

- 7 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.

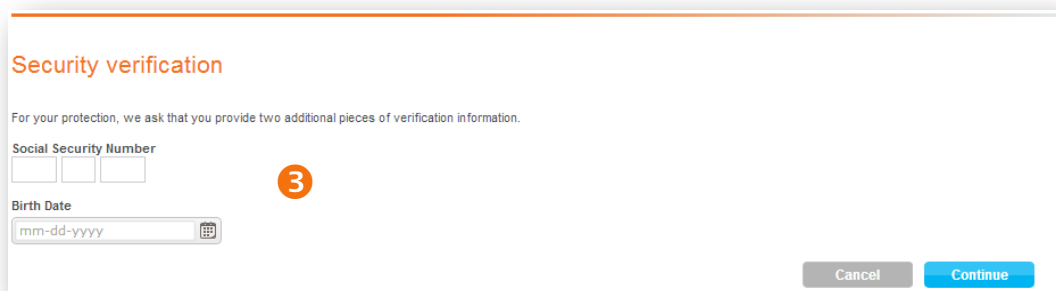
Screenshots are continued on next page.



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



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

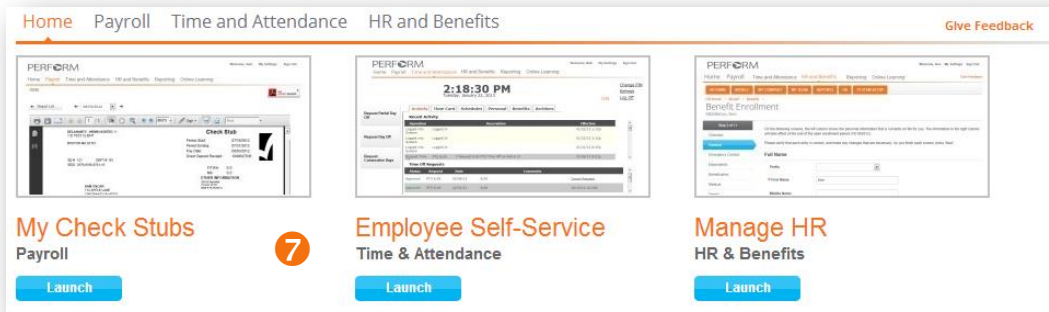


Step 3: If you receive your registration instructions in an email sent by Paycor, then you will not see this screen because you will have received a personalized access code.

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

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

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



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.

