Register for a Username

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. Your administrator will invite you via email to register so that you can access and update your information as designated by your employer.

Registration varies slightly depending on the source of the Registration invitation. If your invite email indicates you are a new hire and will "complete the onboarding process," use the second set of instructions. If not, use the first set of instructions.

Contact your manager or administrator with any questions regarding your registration.

In this job aid

Direct Email Invite Instructions

Important notes before you begin registration:

- You must have a valid email address to register with Paycor.
- 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 Username.
- You will be required to enter your Date of Birth and Social Security Number during the registration process, and both of your entries must match the entries entered in Paycor's system. You may need to contact your administrator if your entries do not match the system.
- All Registration steps can be completed in a browser on any device, including mobile devices.

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

1. You should receive an email to "(Company name) invited you to join Paycor." Click the Access Code link in the email you receive.

2. In your browser, the Access Code and the email address from which you received the invitation will already be populated. Enter your **Last Name.**

Note:	If you prefer to use an email address different from the one used in your invitation, enter the new email address. As a security measure, you will then receive a verification email to the new email address with a link to Confirm your email address. You must click the Confirm link to continue registration.

   Click `Next`.

3. Enter your **Social Security Number** and **Birth Date** then click `Next`.

Note:	This step is only needed for employee users. Contacts will <u>not</u> see this page.

4. Create your New sign in credentials by entering a **Username** and **Password.** You will need to type your password twice; copying and pasting is not permitted.

   The Electronic Communications checkbox will be pre-checked; this allows Paycor to send you urgent electronic communication.

   As a security measure, creating your credentials requires you to read and agree to **Paycor's End User License Agreement (EULA)**. Read to the bottom of the agreement text box, then check the box to "I agree to Paycor's End User License Agreement" and click `Next`.

   Note: A user must scroll to the bottom of the EULA in order for the check box to be active.

5. Choose your Security Setup by enabling one or more Multi-Factor Authentication options: choose from an Authenticator method, voice phone, or text message. This protects your account when another method outside of email is needed to authenticate your access to Paycor.

   Your employer may require at least one option, in addition to the default of Email, to be configured; if you choose to skip this step, and your employer does require it, you will be required to enable upon first signing into Paycor after registering.

6. Select your **Security Questions** and enter your **Answers**, then click `Complete Registration`.

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7. After receiving your success message, choose to click [Sign In Now], or you will be redirected to the Paycor sign in page within 10 seconds. Enter the username and password you created during registration.

Once signed in, your home screen may look similar to the example screenshot on the following pages, depending on the services and access given to you by your company.

If your employer requires a Multi-Factor Authentication method and you skipped the Security Setup portion of registration, you will be required to set up your Multi-Factor Authentication method upon first signing in.
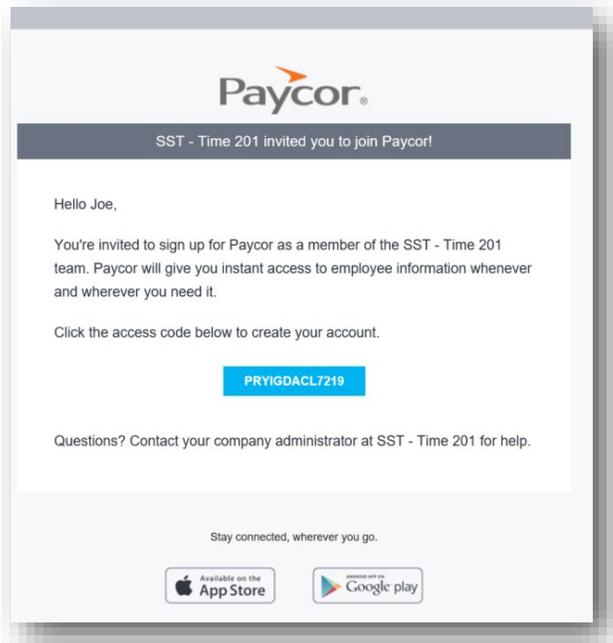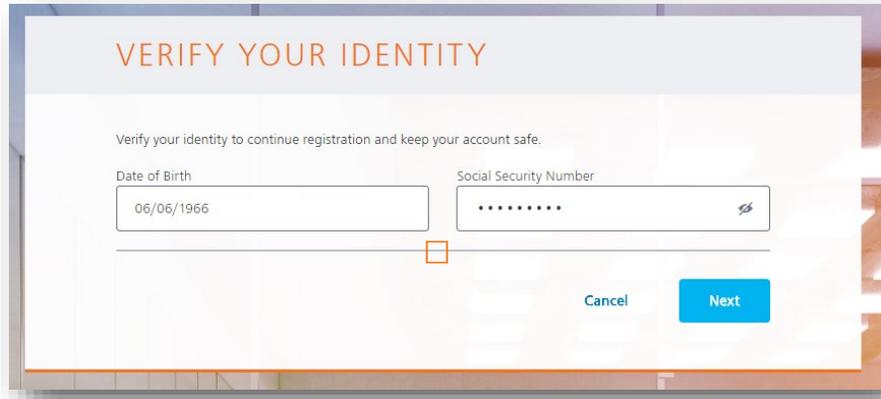

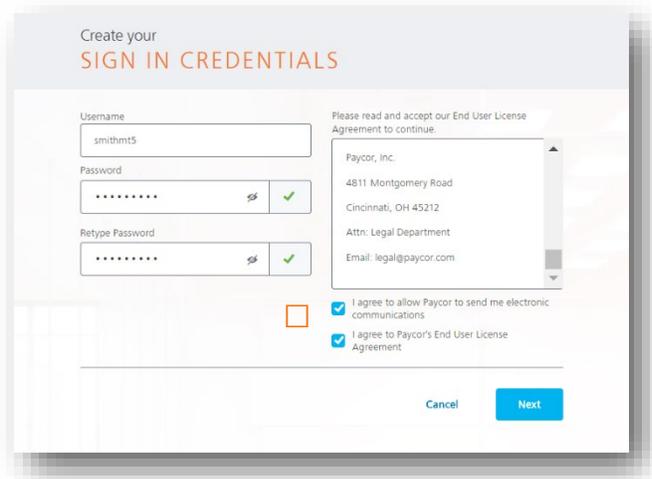**Step 1:** "(Company Name) invited you to join Paycor" email.
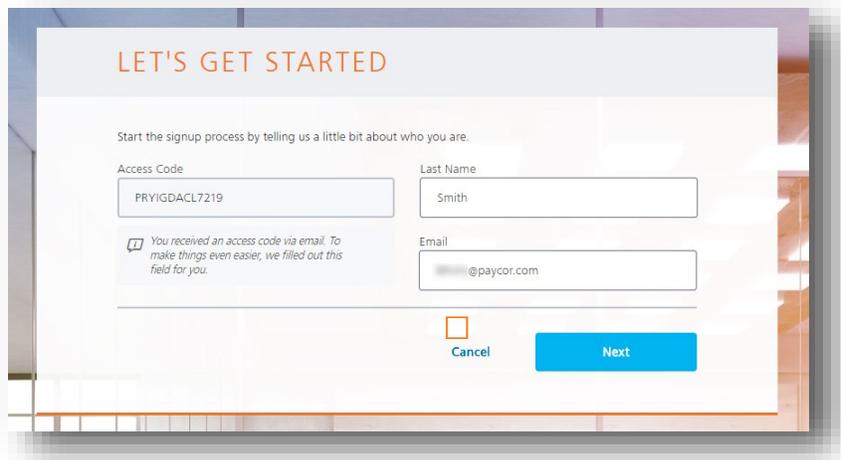
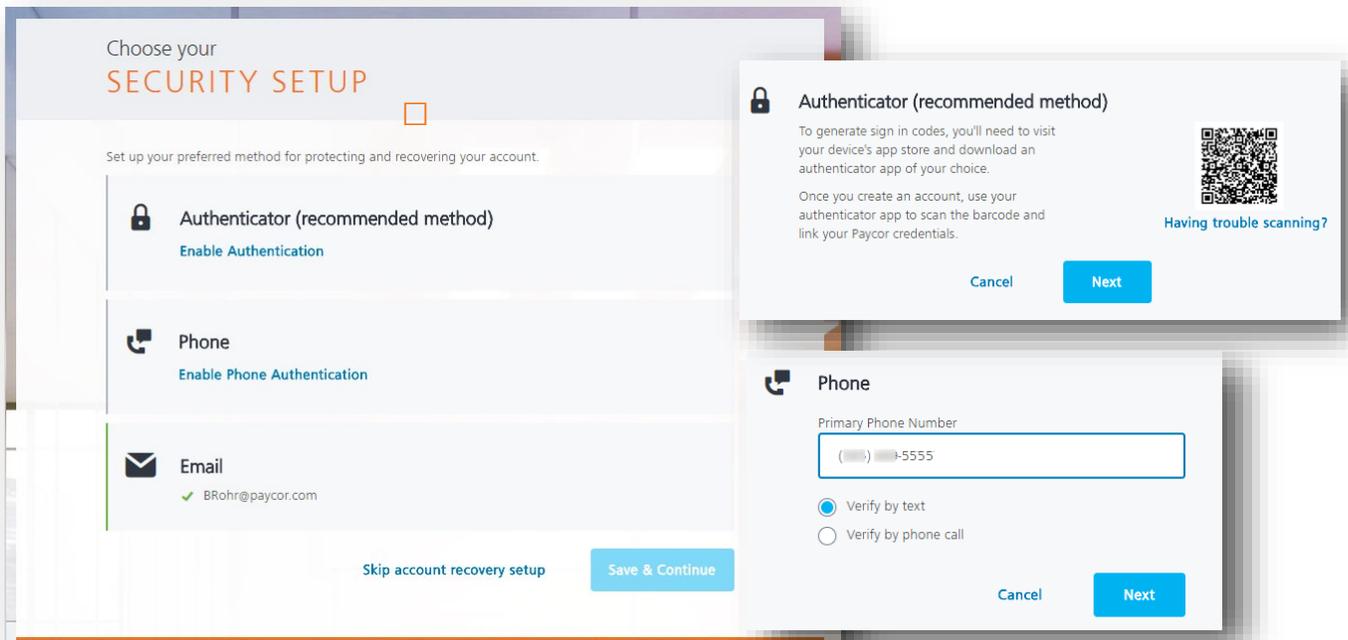**Step 2:** Your access code and email address will be pre-populated.

Screenshots continue on the next page

Step 3: Enter your Date of Birth and Social Security Number. Both entries **must** match Paycor's records.

Step 4: Read the entire **End User License Agreement** and mark the **checkbox** next to **Agree** before continuing.

Screenshots continue on the next page

Step 5: Complete your **Security Setup** for **Multi-Factor Authentication** options**.**

Step 6: Complete the security questions to use in case you forget your username or password**.**

**Step 7:** Screenshot shows what your home screen may look like.

If you Already Have a Paycor Account

During the Registration process, you may choose to combine your credentials in the My Settings area of Perform. You will be prompted to enter the credentials for the account you would like to merge, then to select the single ID that you would like to use, meaning all other IDs will be deactivated.

Once your IDs are combined, you will see a message to indicate the merge was successful. You may sign in at www.paycor.com to access all applications associated with your newly combined IDs. You may also combine credentials after registering, in the My Settings area of Perform.
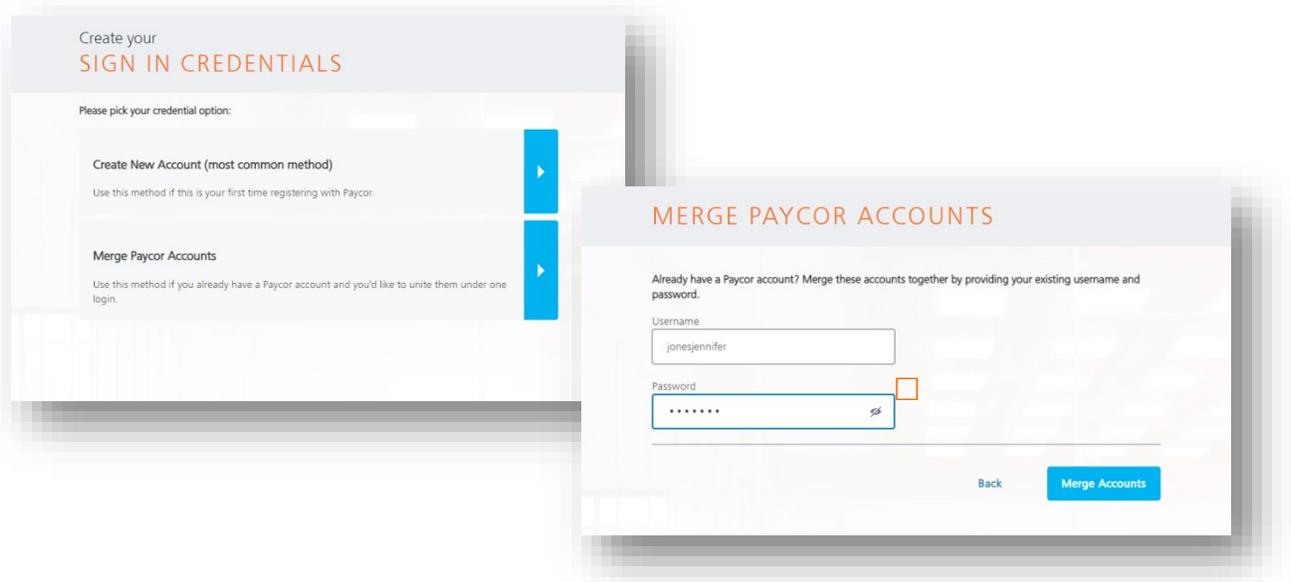
Onboarding Instructions

Important Notes before you begin registration with Onboarding:

- You must have a valid email address to register with Paycor.
- Your employer must have entered at least first name, last name, and email address prior to inviting you to register.
- All Registration steps, including steps taken during the New Hire Onboarding process, can be completed in a browser on any device – including mobile devices.

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

1. You should receive an email to "Register for your *(company name)* account at Paycor." Click the Access Code link in the email you receive.

2. In your browser, the Access Code and the email address from which you received the invitation will already be populated. Enter your **Last Name.**

    Note: If you prefer to use an email address different from the one used in your invitation, enter the new email address. As a security measure, you will then receive a verification email to the new email address with a link to Confirm your email address. You must click the Confirm link to continue registration.

    Click **Next** .

3. Create your New sign in credentials by entering a **Username** and **Password.** You will need to type your password twice; copying and pasting is not permitted.

    The **Electronic Communications** checkbox will be pre-checked; this allows Paycor to send you urgent electronic communication.

    As a security measure, creating your credentials requires you to read and agree to **Paycor's End User License Agreement**. Read to the bottom of the agreement text box, then check the box to "I agree to Paycor's End User License Agreement" and click **Next** .

4. Choose your Security Setup by enabling one or more Multi-Factor Authentication options: choose from an Authenticator method, voice phone, or text message. This protects your account when another method outside of email is needed to authenticate your access to Paycor.

    Your employer may require at least one option, in addition to the default of Email, to be configured; if you choose to skip this step, and your employer does require it, you will be required to enable upon first signing into Paycor after registering.

5. Select your **Security Questions** and enter your **Answers**, then click **Complete Registration** .

6. After receiving your success message, click **Start Onboarding Now** to begin New Hire Onboarding.
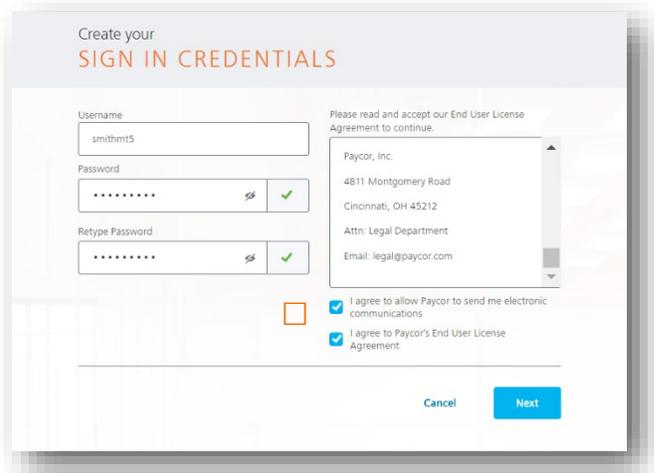
Screenshots available on the next pages
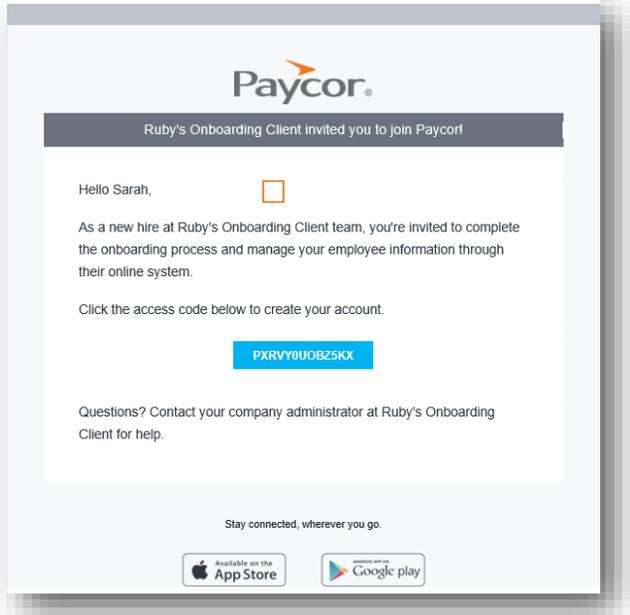
Step 1: "(Company Name) invited you to complete the onboarding process" email.
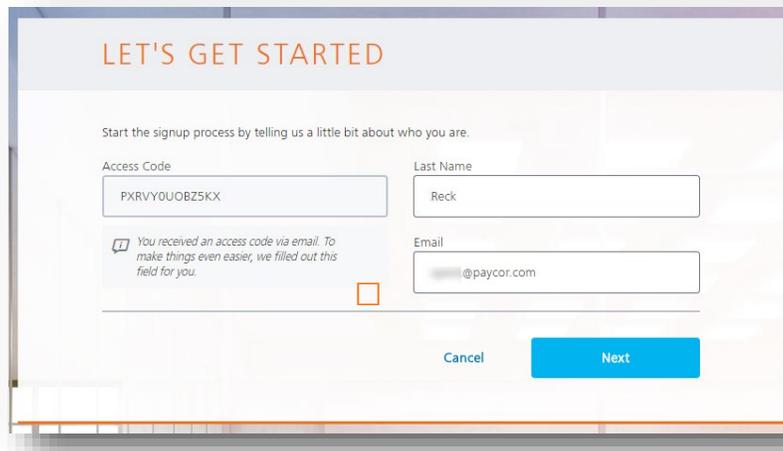
Step 2: Your access code and email address will be pre-populated.

Screenshots available on the next pages

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Step 3: Read the entire End User License Agreement and check to Agree before continuing.
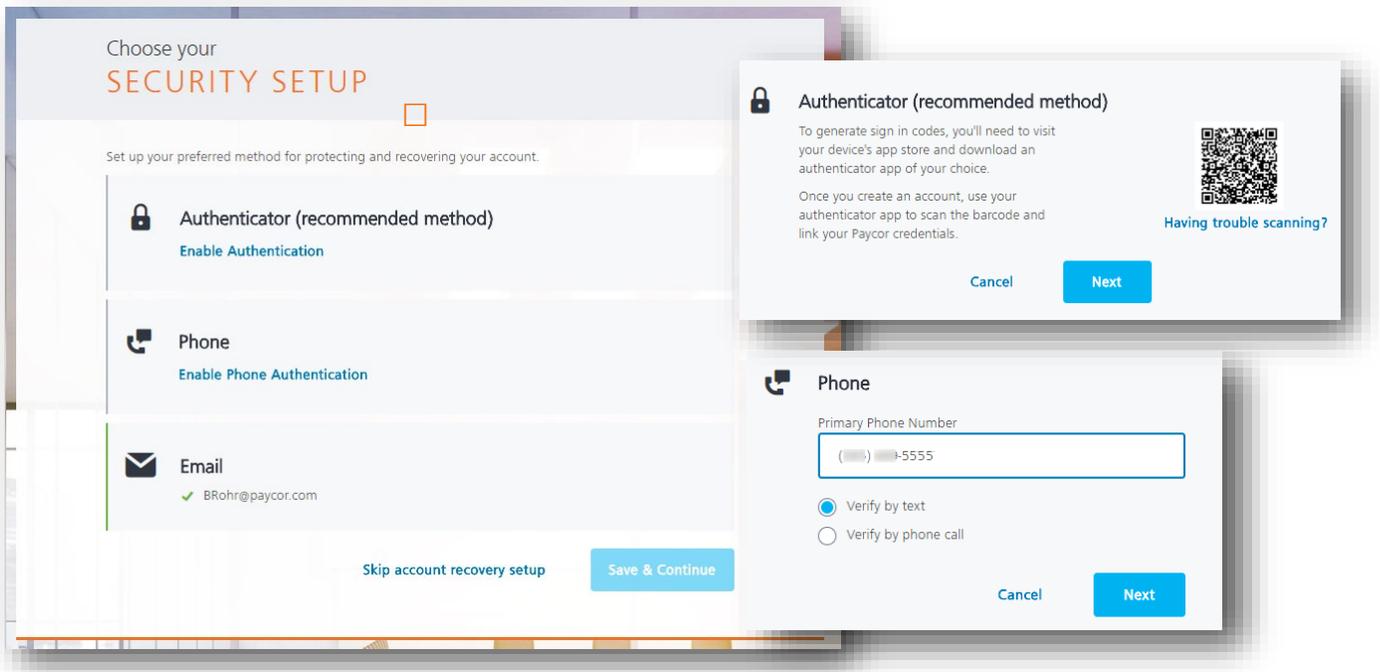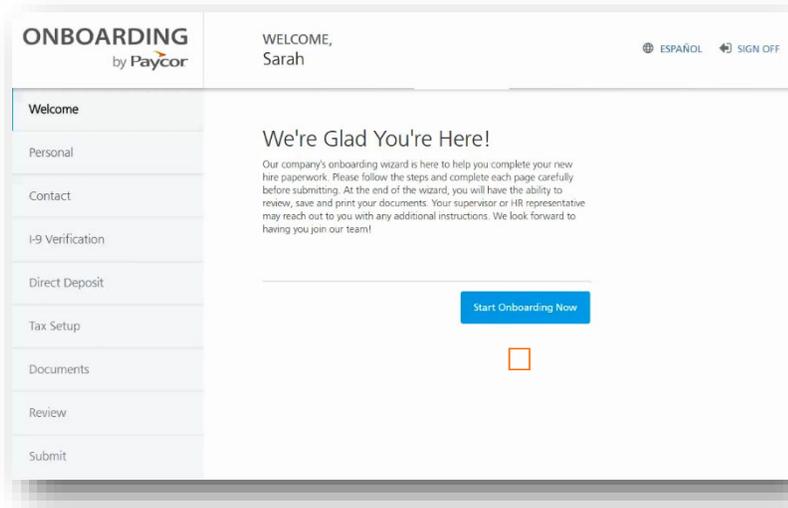

Step 4: Choose to complete your Security Setup for Multi-Factor Authentication options**.**
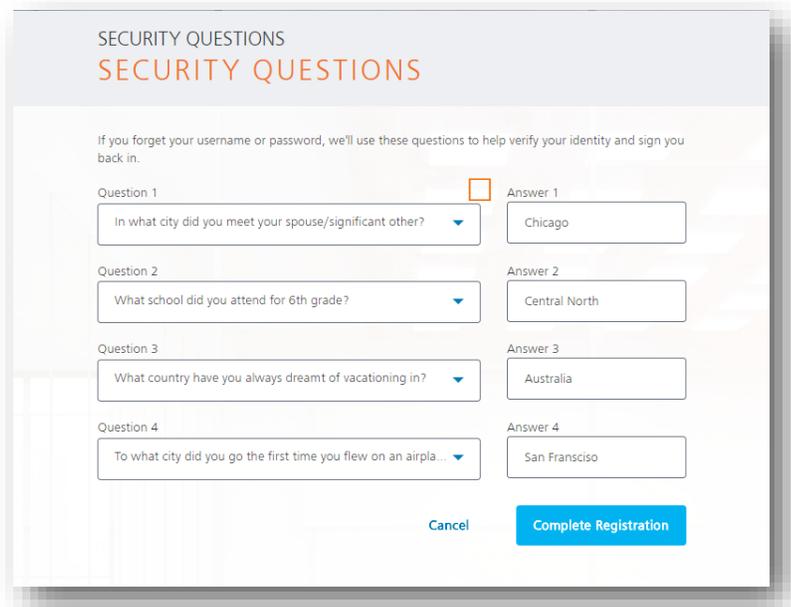
Screenshots available on the next pages

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

Step 6: Begin the Onboarding process

If you already have a Paycor account:

During the Registration process, you may choose to combine your credentials in the My Settings area of Perform. You will be prompted to enter the credentials for the account you would like to merge, then to select the single ID that you would like to use, meaning all other IDs will be deactivated.

Once your IDs are combined, you will see a message to indicate the merge was successful. You may sign in at www.paycor.com to access all applications associated with your newly combined IDs. You may also combine credentials after registering, in the My Settings area of Perform.
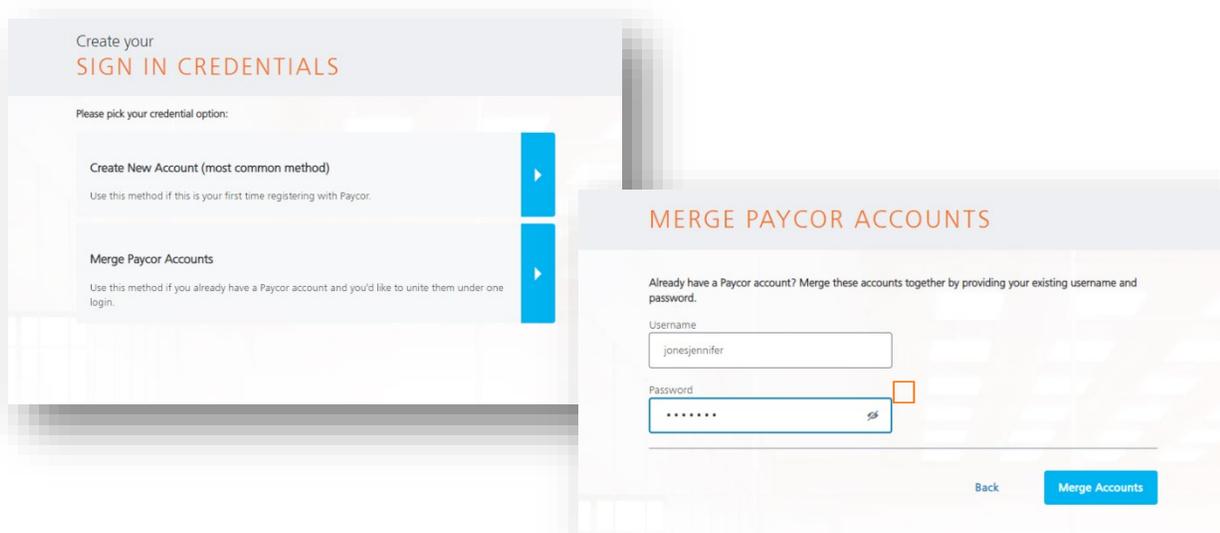
Generic Non-Invite Instructions

Important Notes before you begin registration:

- You must have a valid email address to register with Paycor.

- Your employer must have entered at least first name, last name, and email address prior to inviting you to register. 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 Username.

- You will be required to enter your Date of Birth and Social Security Number (SSN) during the registration process, and both of your entries must match the entries entered in Paycor's system. You may need to contact your administrator if your entries do not match the system.

- All Registration steps can be completed in a browser on any device – including mobile devices.

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

1. To initiate the registration process, go to www.Paycor.com and click the **Sign In** link, then click **Register Here!**.

2. Enter the Access Code provided to you from your manager or Admin then enter your preferred account email address and your last name**.** Click **Next**. A message will display that your verification email will be sent to the email address you entered.

   Note: If you prefer to use an email address different from the one you originally entered, click the link to enter the new email address. As a security measure, you will then receive an additional verification email to the new email address with a link to Confirm your email address. You must click the Confirm link to continue registration.

3. Click the confirm link in your verification email to proceed with the registration process.

   2A Enter your SSN and Date of Birth and click **Next**.

4. Create your New sign in credentials by entering a **Username** and **Password.** You will need to type your password twice; copying and pasting is not permitted.

   The **Electronic Communications** checkbox will be pre-checked; this allows Paycor to send you urgent electronic communication.

   As a security measure, creating your credentials requires you to read and agree to **Paycor's End User License Agreement**. Read to the bottom of the agreement text box, then check the box to "I agree to Paycor's End User License Agreement" and click **Next**.

5. Choose your Security Setup by enabling one or more Multi-Factor Authentication options: choose from an Authenticator method, voice phone, or text message. This protects your account when another method outside of email is needed to authenticate your access to Paycor.

   Your employer may require at least one option, in addition to the default of Email, to be configured; if you choose to skip this step, and your employer does require it, you will be required to enable upon first signing into Paycor after registering.

6. Select your **Security Questions** and enter your **Answers**, then click **Complete Registration**. You'll be prompted to sign in using the username and password you just created, or you may choose to sign in at a later time.
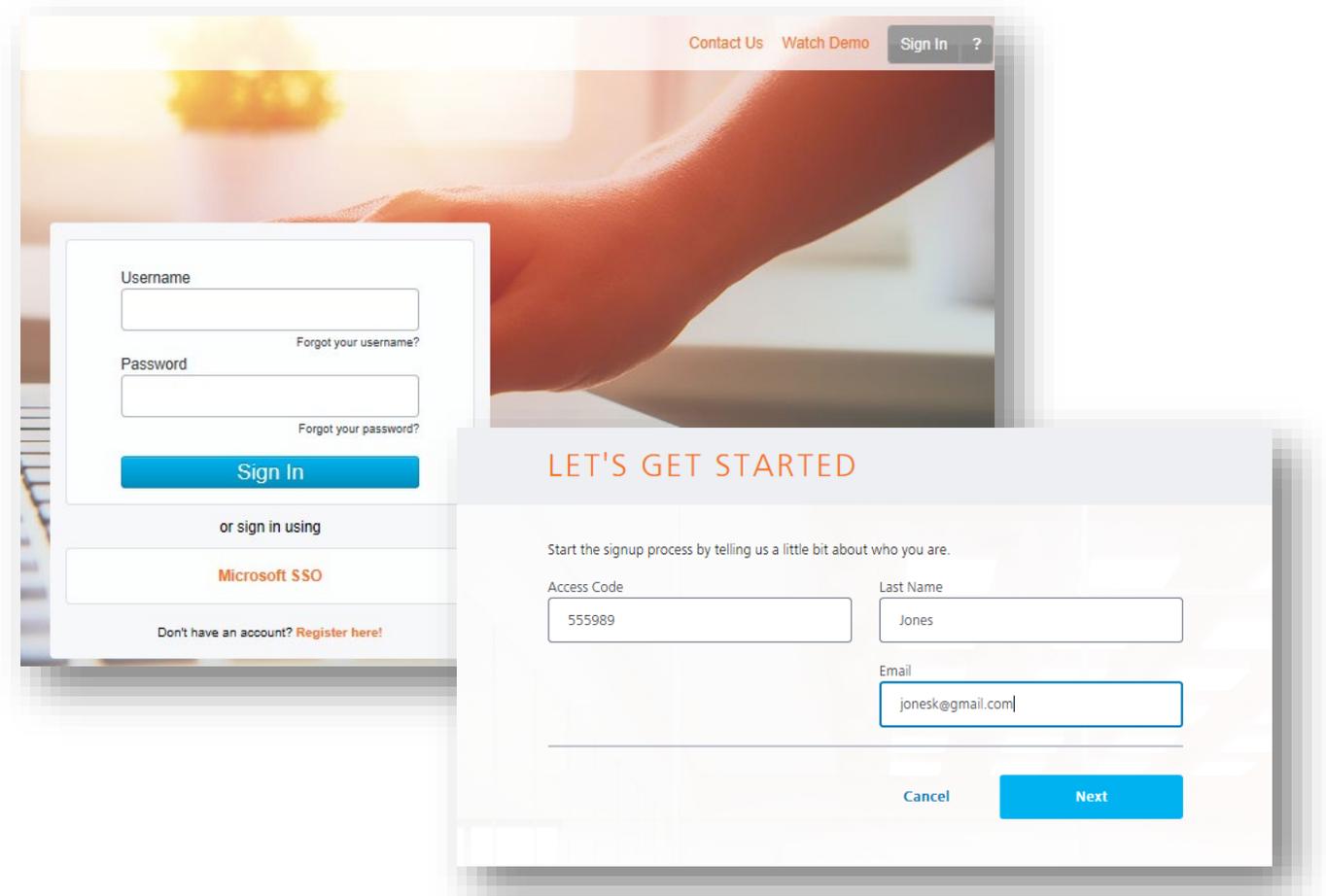
Step 1: Initiate registration with your company-provided access code, last name, and email address.
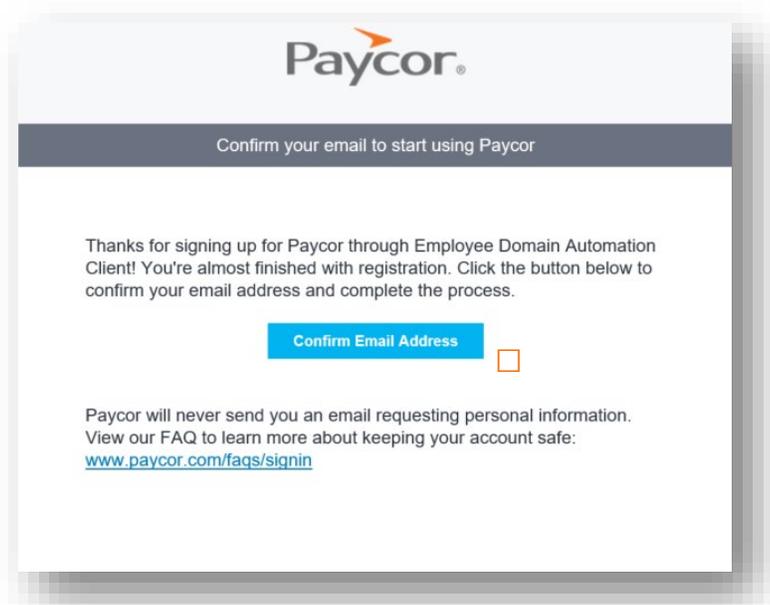
Step 2: Confirm your email address to continue registering.

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Step 2A: Confirm your Date of Birth and Social Security Number to continue registering

Step 3: Read the entire End User License Agreement and check to Agree before continuing.

Step 4: Choose to complete your Security Setup for Multi-Factor Authentication options**.**

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

If you already have a Paycor account:

During the Registration process, you may choose to combine your credentials in the My Settings area of Perform. You will be prompted to enter the credentials for the account you would like to merge, then to select the single ID that you would like to use, meaning all other IDs will be deactivated.

Once your IDs are combined, you will see a message to indicate the merge was successful. You may sign in at www.paycor.com to access all applications associated with your newly combined IDs. You may also combine credentials after registering, in the My Settings area of Perform.

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