



W-2s? Check.
1099s? Check.
Checkstubs? Check(s).

Access your personal pay information and more with Paycor.

Complete the steps below to securely register at paycor.com.

Prepare to register.

You'll need the following items to register at www.paycor.com.

1. An email address (Paycor will send an email to this address with steps to complete your registration).
2. A web browser (your standard browsers will work but you can see a full list here: www.paycor.com/system-requirements). You may need to add www.paycor.com to your trusted sites.
3. Adobe Reader (you can download and install for free here: get.adobe.com/reader).

Start your registration.

Go to www.paycor.com to start your registration process.

1. Click Sign In.
2. Click Register for a User Name and Password.

Tell us who you are.

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

1. Enter your last name, social security number and birthdate.
2. Enter your access code (look to your left).

Create your account.

Next, you'll need to enter your account-specific details; choose a user name and password you'll be able to recall later.

1. Enter a user name, email address and password that you'll use to sign into www.paycor.com.
2. Select and answer a few security questions that can be used if you forget your user name or password.
3. Review everything you've entered before clicking 'Create Account'.

Complete your registration.

Paycor will send a confirmation message to the email address you provided.

1. Within 48 hours, click the secure link in the email and sign in with the user name and password you created above.*
2. You now have ongoing access to www.paycor.com!

*Missed the 48 hour deadline? You'll need to start the registration process again from the top. Contact your payroll or HR department for assistance.

Your access code is
15555