

**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.

1. An email address (you will receive a verification code to this address to complete your registration).
2. A web browser (find a full list here: [www.paycor.com/system-requirements](http://www.paycor.com/system-requirements)).
3. Adobe Reader (you can download and install for free here: [get.adobe.com/reader](http://get.adobe.com/reader)).

### **Start your registration.**

Visit <https://enterprise.paycor.com/Accounts/UserRegistration/Registrar> to get started.

Your access code  
is

41573

### **Tell us who you are.**

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

1. Enter your last name and access code (look to your left).
2. You may also need to enter your social security number and birth date.

### **Create your account.**

If you have previously created other paycor.com accounts, you can merge this account's access code by signing in when prompted, bypassing the steps below. Otherwise, create a new account by choosing a user name and password you'll be able to recall later.

1. Enter a user name, password and email address that you'll use for signing in.

### **Complete your registration.**

You will receive an email containing a verification code to the email address you entered.

1. Enter the verification code when prompted to complete your registration.
2. Select and answer a few security questions that can be used if you forget your user name or password.



## Employee Mobile App

### FAQs & Help

#### Where can I download it?

Visit the Apple App Store™ or the Google Play™ Store and search for Paycor Employee Mobile. Once you download and install the app, then access it by entering your Paycor.com user name and password.

#### How do I navigate within the app?

Click on any of the icons to launch that area of the app. Once inside the app, you can click on the orange Paycor logo at the bottom to open the navigation menu.

#### How much of my compensation history can I see?

Three years of compensation history is available from the app. You can toggle between years to see a list of net payment you have received and scroll through the list by swiping up and down.

#### Where can I view my actual check stub or W-2?

You can sign in at paycor.com with the same credentials you use for this app to view a copy of your check stub or W-2.

#### Can I make a call or send an email to someone in the employee directory?

Yes, click the phone number to make a call or the email address to send to an email.

#### How do I add someone from the employee directory to my phone's contact list?

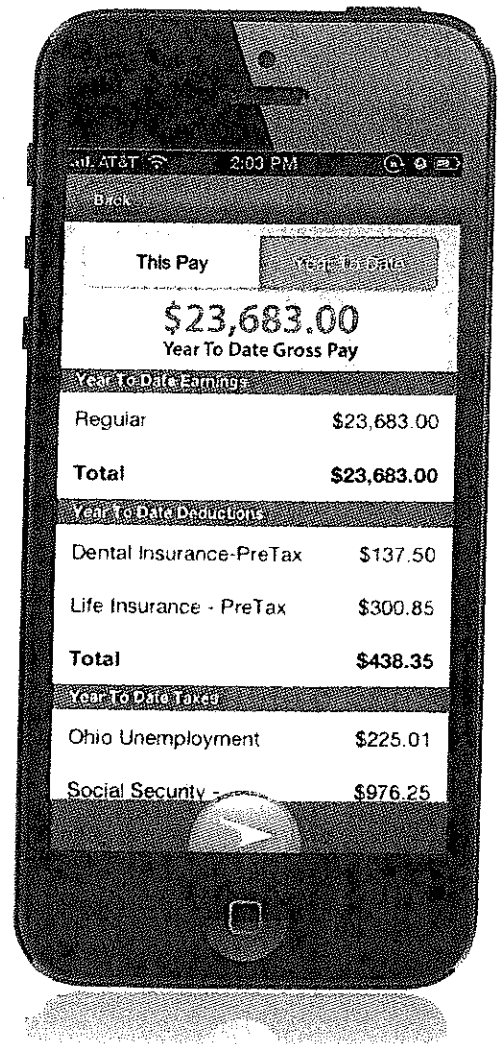
After you open an employee, click the box with the arrow at the top right of the app to add them as a contact.

#### What should I do if I find an error in my information?

Please contact your company's payroll or HR administrator.

#### How do I log out of the app?

Logout is available in the navigation menu found at the bottom of the screen.



Call toll free  
1.800.381.0053

Visit us online  
paycor.com