

UPDATING PERSONAL INFORMATION

ADDRESS, EMAIL AND PHONE NUMBER

1. Login in Paycom
2. Navigate to the information tab.
3. Click the "Address and Contact Information" link.
4. Enter all pertinent information.
5. Click update.

PASSWORD

1. Login to Paycom
2. Navigate to the information tab.
3. Click the "Account Settings" link.
4. Then click the Security and Login button at the top.
5. Enter all new information.
6. Click submit.

Account Settings

< System Preferences Security and Log >

Information

Address and Contact Information

HR Information

EEO Information

Additional Information

Account Settings

"Address and Contact Information" is also where you can change your preferred name as well as Emergency Contact info!

CHANGES WILL NOT BE MADE UNLESS YOU HIT SUBMIT!

FEEL FREE TO CONTACT HR IF YOU HAVE OTHER QUESTIONS/CONCERNS!