

LOGGING IN AND PASSWORD RESET

LOGGING IN

1. Open the Paycom app on device.
2. Enter your username. This is typically your employe ID, email or username provided during onboarding.
3. Enter your password.
4. Enter the last 4 digits of your social security number or created pin.
5. Click "login"
6. If prompted, complete any two-factor authentication steps, such as entering a code sent to your phone or email.

PASSWORD RESET

1. Open the Paycom app on device.
2. Click "Forgot Password?"
3. Follow prompts to verify your identity.
4. Check your email or phone for a reset code or password reset link.
5. Create a new password that meets Paycom's security requirements.
6. Return to the login page and sign in with your new password.



TIPS FOR CREATING A PASSWORD

- Use at least 8 characters.
- Include a mix of uppercase and lowercase letters, numbers and special characters.
- Avoid easy to guess information like birthdays or names.

A screenshot of the 'EMPLOYEE SELF-SERVICE' login page. It features three input fields: 'Username *', 'Password *', and 'Last 4 digits of SSN *'. Below the fields is a blue 'LOG IN' button. At the bottom, there are links for 'Forgot Username or Password?' and 'Log in Tips'. Green arrows point from the 'LOGGING IN' and 'PASSWORD RESET' sections to the corresponding fields and the 'LOG IN' button.

NEED MORE HELP?

IF YOU ARE UNABLE TO LOG IN OR RESET YOUR PASSWORD, PLEASE CONTACT HR FOR ASSISTANCE.