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. When that happens, you should receive instructions on how to register so that you can access and update your information as designated by your employer.

Note: 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.

Check here for other employee questions: www.paycor.com/help

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How did you receive your registration instructions?

- Email Instructions (page 1)
- Paper Instructions (page 5)

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Email Instructions

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

1. a) You should receive an email to “Register for your client account at Paycor”.
   b) Click the link in the email you receive.

   OR

   a) From www.paycor.com click Sign In.
   b) Skip the Username and Password fields.
   c) Click the “Register Here!” link below the Sign In area.

2. On the Registration information page: enter your Last Name and Access Code.
   
   Note: The access code is in the body of the registration instructions. You should type this code into the Access Code field.

   Click the Continue button.

3. On the Create username and password page: enter a Username, Password, and Email Address.
   
   Click the Continue button.

   Note: If you already have a Paycor account, sign in and Paycor will combine your new registration information to your existing account. (screenshot on page 4)

4. On the Change your security questions page: select your Security Questions and enter your Answers.
   
   Click the Save button.
On the **Verify your email address** page: enter the **Verification Code** that was just sent to the email address you entered when creating your username.

Click the **Continue** button.

**Note:** This step is only needed for users who change the email address from which they received their registration instructions.

Once successfully registered your home screen may look similar to what can be found on page 5 depending on the services and access given to you by your company.

**Step 1:** ‘Register for your client account at Paycor’ email.

**Step 1:** Paycor.com Sign In screen – click “Register Here!”
Step 2: Make sure to type your access code exactly as found in the registration instructions.

Step 3: Username (20 character max) and be sure to follow the Password requirements.

Step 4: Complete your security questions in case you ever forgot your username or password.
**Step 5:** If you have received your instructions by email and do **not** change your email address in Step 3, you will not need to complete this step.

**Step 6:** Screenshot shows what you’re home screen may look like.

**Step 3:** If you **already have a Paycor account:**
Your IDs will have been merged. Please note that the page references the credentials to use going forward when accessing Paycor.com.

Click **Continue** to go to your Online Home page.
Paper Instructions

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

1. a) From [www.paycor.com](http://www.paycor.com) click **Sign In**.
   b) Skip the Username and Password fields.
   c) Click the "**Register Here!**" link below the Sign In area.

2. On the **Registration information** page: enter your **Last Name** and **Access Code**.
   
   **Note:** The access code is in the body of the registration instructions. You should type this code into the Access Code field.
   
   Click the **Continue** button.

3. On the **Security verification** page: enter your **Social Security Number** and **Birth Date**.
   
   Click the **Continue** button.
   
   **Note:** This step is only needed for employee users who receive paper registration instructions. Contacts will not see this page.

4. On the **Create username and password** page: enter a **Username**, **Password**, and **Email Address**.
   
   Click the **Continue** button.
   
   **Note:** If you already have a Paycor account, sign in and Paycor will combine your new registration information to your existing account. (screenshot on page 4)

5. On the **Change your security questions** page: select your **Security Questions** and enter your **Answers**.
   
   Click the **Save** button.

6. On the **Verify your email address** page: enter the **Verification Code** that was just sent to the email address you entered when creating your username.
   
   Click the **Continue** button.

7. Once successfully registered your home screen may look similar to what can be found on page 5 depending on the services and access given to you by your company.

**Screenshots are continued on next page.**
Step 1: Paycor.com Sign In screen – click “Register for a Username and Password”.

Step 2: Make sure to type your access code exactly as found in the registration instructions.

Step 3: If you receive your registration instructions in an email sent by Paycor, then you will not see this screen because you will have received a personalized access code.
Step 4: Username (20 character max) and be sure to follow the Password requirements.

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

Step 6: Go check our email and enter in the four digit code which will have been sent to you.
Step 7: Screenshot shows what you’re home screen may look like.

Step 4: If you already have a Paycor account:
Your IDs will have been merged. Please note that the page references the credentials to use going forward when accessing Paycor.com.
Click to go to your Online Home page.

Combine User IDs
Congratulations, your IDs have been merged.
Your new User ID, password, email address and security questions have been saved. Please use the following credentials to access Paycor.com.