

# **Login Instructions for Employees**

## **Username:**

As an employee, you can access and manage your account online. Follow the steps below to login.

### **First-time login instructions**

1. You will receive an email with your temporary login credentials when your first payroll is processed.
2. When you first log in, you will be asked to setup your account. If you'd like, you can change your username at this time.

### **I don't have an email with my temporary login**

1. From the login screen, click Forgot Username/Password.
2. Enter your information.
3. We will send you an email with instructions on how to login for the first time.

### **I don't know my username or password**

1. If you've successfully logged into your account at least once, you can reset your password.
2. From the login screen, click Forgot Username/Password.
3. Select Forgot Password.
4. Enter your username and you'll be able to reset your password.

### **Additional Login Help**

If you can't reset your password yourself, contact your employer. On the Employee List page, they can click the Log In Help link to reset your password.