

How Do I Register a Username for Access to Paycor?

This Article Solved My Issue

This article contains instructions for granting access to Paycor applications.


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Overview

- When you are granted access to one of Paycor's applications, an administrator at your company has created a record where your personal, contact, and other information is stored.
- Your administrator invites you via email to register so that you can access and update your information as designated by your employer.
- Registration varies slightly depending on the source of the registration invitation.
- If your invite email indicates you are a new hire and must complete the onboarding process, follow the onboarding instructions.
- If your invite does not include a reference to an onboarding process, follow the direct email invite instructions.

Note:

- When setting up additional user access after a transfer, the direct email invite instructions are the process you will follow. If the employee is actively working in both profiles, and wants to access all of their profiles under a single log-in id, select **Merge Paycor Accounts** when you reach the **Create Your Sign In Credentials** screen.
- Contact your manager or administrator with questions regarding your registration.

Our articles update frequently. Please be aware of this before printing.

Direct Email Invite Instructions

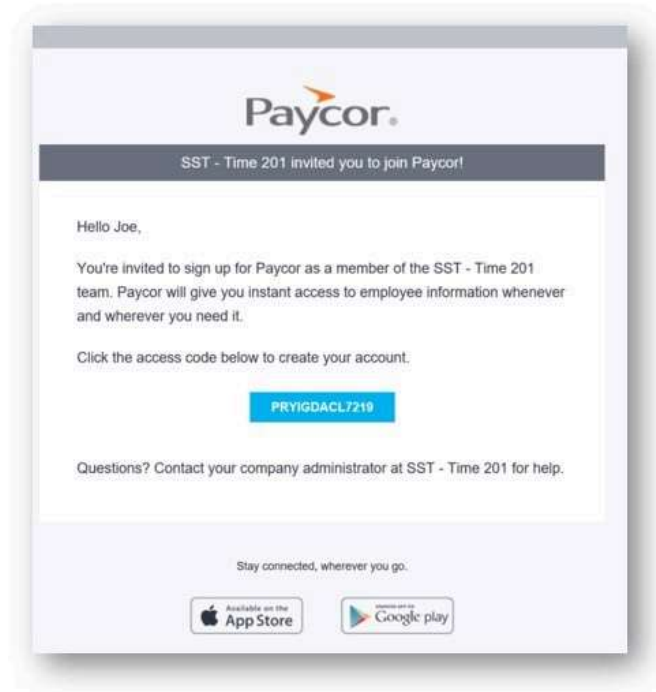
! Important notes before you begin registration:

- You must have a valid email address to register with [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>).
- If you are an employee, your employer must have your date of birth and social security number (SSN) or Individual Taxpayer Identification Number (TIN) for some independent contractors, entered in the system in order for you to register for a [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>), username.
- You are required to enter your date of birth and social security number during the registration process, and both of your entries must match the entries entered in Paycor's system. If your entries do not match the system, contact your administrator.
- All registration steps can be completed in a browser on any device, including mobile devices. Microsoft® Edge and Google® Chrome are the recommended browsers for optimum experience, but registration may work in other browsers.

To register, follow these steps:

1. In the email that arrives with a subject line *(your company's name) invited you to join Paycor*, click the access code link. A new browser window opens and the **Access**

Code and the **Email** fields are already populated.



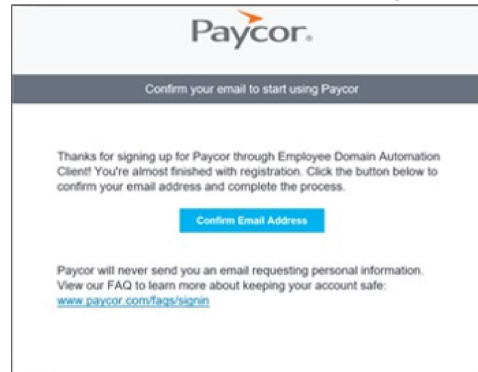
- Registration invitations expire after seven days. If the registration access code has expired or if you did not receive the invitation, contact your administrator to have a new invitation sent.

2. Enter your **Last Name** and then click **Next**.

A screenshot of a registration form titled "LET'S GET STARTED". The form instructs the user to "Start the signup process by telling us a little bit about who you are. We'll verify your identity against the information your employer has provided." It contains three input fields: "Access Code" (pre-filled with "PCZ8M94RVR4LQ"), "Last Name" (empty), and "Email" (pre-filled with "adiep@paycor.com"). A note below the Access Code field states: "You received an access code via email. To make things even easier, we filled out this field for you." At the bottom right, there are "Cancel" and "Next" buttons.

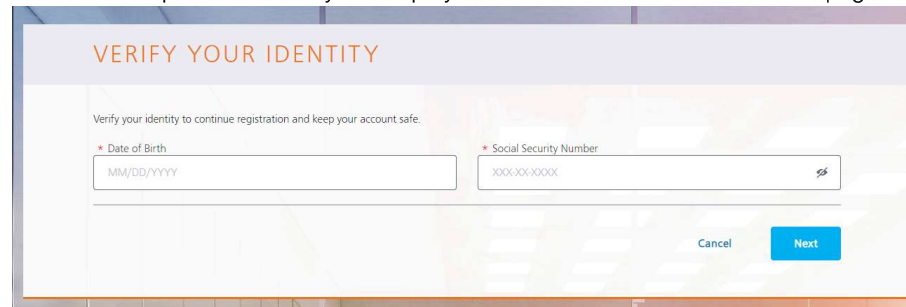
- If you want to use an email address that is **different** from the one used in your invitation, enter the **new** email address. As a security measure, you will receive a separate verification email to the new email address with a link to confirm your email address. In your verification email, you must click the **Confirm Email**

Address link to proceed with the registration process.



3. Enter your **Social Security Number** and **Date of Birth**, and then **Next**.

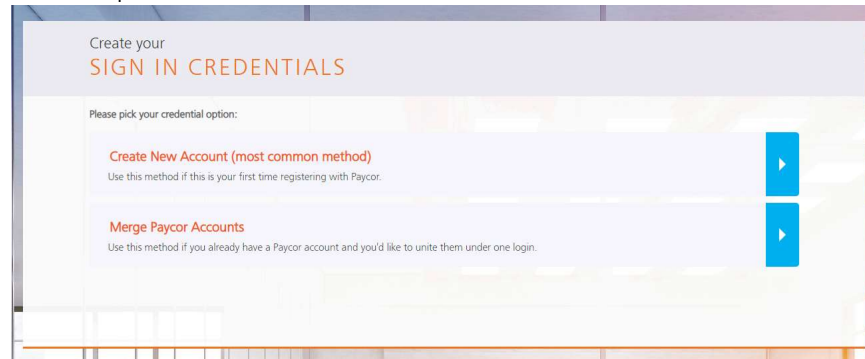
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A screenshot of a "VERIFY YOUR IDENTITY" form. The title is in orange. Below the title is the instruction: "Verify your identity to continue registration and keep your account safe." There are two input fields: "Date of Birth" with a placeholder "MM/DD/YYYY" and "Social Security Number" with a placeholder "XXX-XX-XXXX" and a small "SS" icon. At the bottom right are "Cancel" and "Next" buttons.

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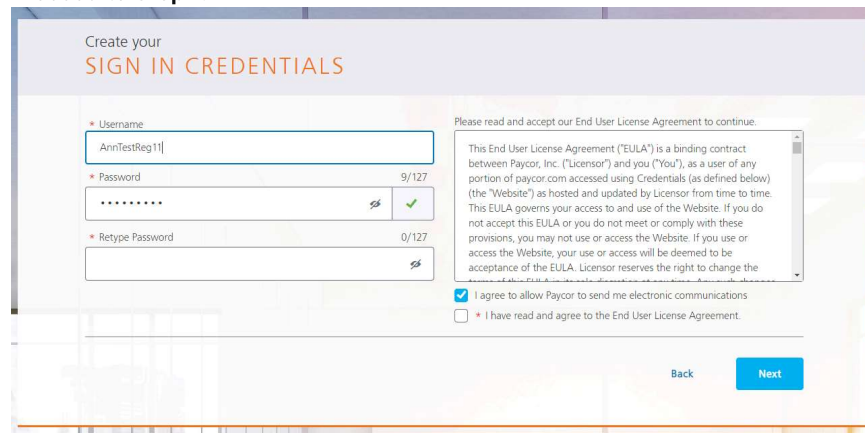
- If this is your first Paycor account, you can create your new sign-in by selecting **Create New Account** (the most common method) and proceeding to **Step 5**.
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- It is not recommended to merge Paycor accounts if you are no longer active on your old Paycor employee profile because user access expires 18 months after an employee has been transferred. Instead, It is recommended to create separate logins so that the active profile access won't also expire when the inactive profile

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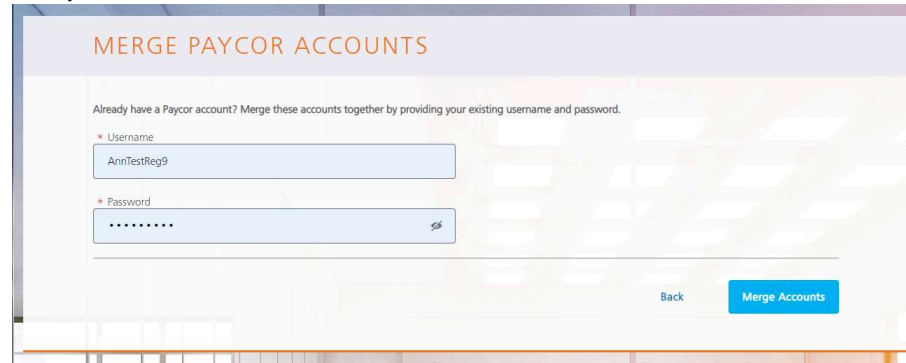
5. If you chose **Create New Account**, you are directed to create new credentials by entering a **Username** and **Password**:

- The **Username** has a limit of 20 characters and is not case sensitive.
- Passwords have minimum security requirements. You are prompted to choose a more secure password if you do not meet the requirements and the system will tell you which requirements you do not meet when you create your password. Your password is case sensitive.
- Mark the checkbox next to the **Electronic Communications** field. This allows Paycor to send you urgent electronic communications.
Important: You must enter your password twice. Copying and pasting is not permitted.
- For security purposes, you must read and agree to **Paycor's End User License Agreement (EULA)**. To continue, mark the checkbox next to **I have read and agree to the End User License Agreement**, and click **Next**.
- Proceed to **Step 7**.

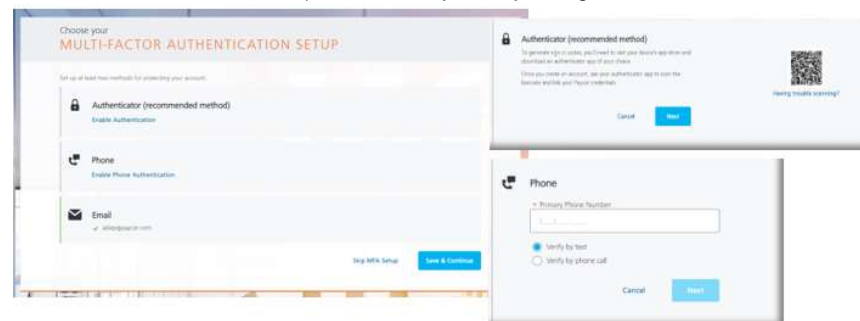


6. If you chose **Merge Paycor Accounts**, you are prompted to enter the credentials for the account you would like to merge. Select the single ID that you would like to use.

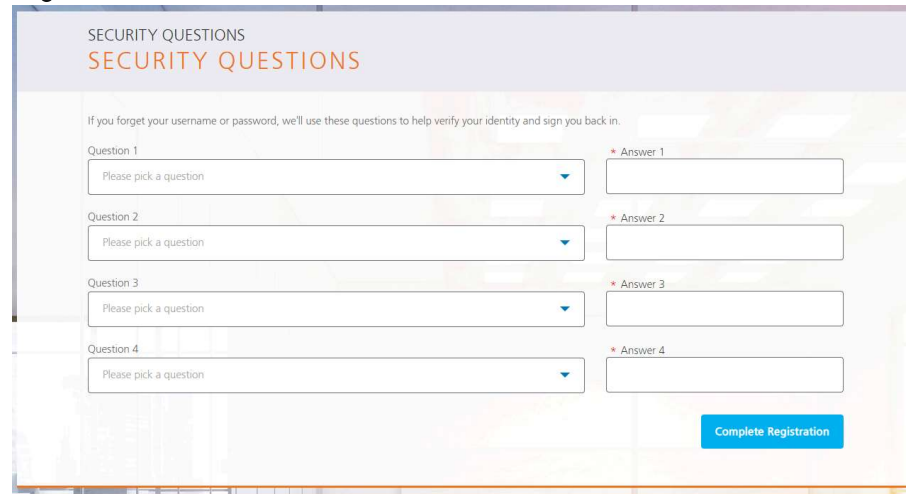
This means that all other IDs are deactivated. When your IDs are combined, you see a message to indicate the merge was successful. You can sign in at [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://paycor.com/>) to access all applications associated with your newly combined IDs. You do not need to proceed to Step 7. **Note:** You can also combine credentials after registering in the **My Settings** area of Paycor.



7. Set up your **Multi-Factor Authentication** to protect your account by enabling one or more of these multi-factor Authentication options: **Authenticator** method, **Phone** (by text or phone call), or **Email**.
 - Multi-factor authentication protects your account when another method outside of email is needed to authenticate your access to Paycor.
 - Your employer can require at least one option to be configured.
 - If you skip this step, and your employer requires it, you are required to enable multi-factor authentication upon first signing into [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://paycor.com/>), after registration.
 - Each time you log into [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://paycor.com/>) on a new device, you might be prompted to follow the multi-factor authentication process.
 - For users with additional administrative roles, you may be prompted to follow the multi-factor authentication process every time you log in.



8. Select your **Security Questions** and enter your **Answers**. Click **Complete Registration**.



The screenshot shows a web form titled "SECURITY QUESTIONS" in orange text. Below the title, a grey bar contains the text "SECURITY QUESTIONS" in white. Underneath, a light blue bar contains the text "If you forget your username or password, we'll use these questions to help verify your identity and sign you back in." The form consists of four rows, each representing a question. Each row has a dropdown menu on the left with the placeholder text "Please pick a question" and a small downward arrow. To the right of each dropdown is a text input field with a red asterisk and the label "Answer 1", "Answer 2", "Answer 3", or "Answer 4" respectively. At the bottom right of the form is a blue button with the text "Complete Registration".

9. After receiving your success message, click **Sign in Now**. You are redirected to the [Paycor.com \(https://paycor.helpjuice.com/http://www.paycor.com/\)](https://paycor.helpjuice.com/http://www.paycor.com/) logon screen. Enter the username and password you created during registration.

Onboarding Instructions

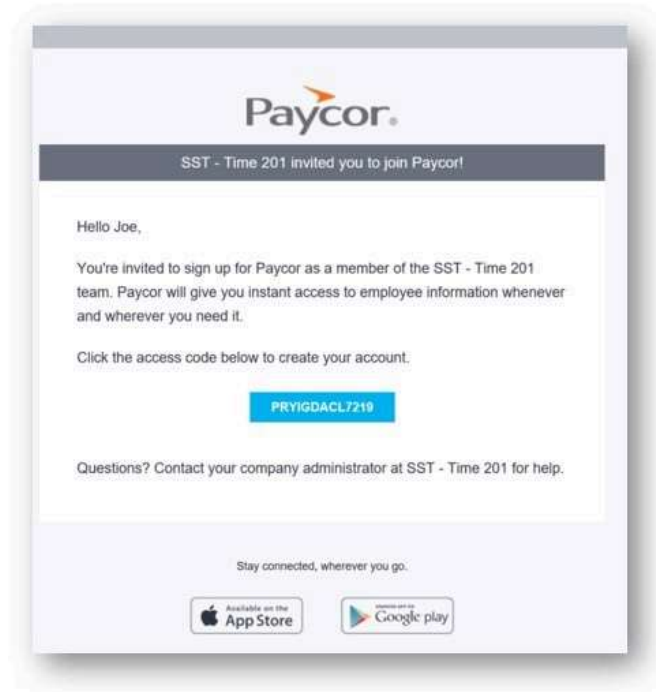
! **Important notes before you begin the registration process when onboarding:**

- You must have a valid email address to register with [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://www.paycor.com/>).
- Your employer entered at least first name, last name, and email address prior to inviting you to register.
- All registration steps can be completed in a browser on any device, including mobile devices. Microsoft® Edge and Google® Chrome are the recommended browsers for optimum experience, but registration may work in other browsers.
- **If you already have a Paycor account:**
 - During the registration process, you can choose to combine your credentials in the **My Settings** area of Paycor.
 - You are prompted to enter the credentials for the account you would like to merge, then to select the single ID that you would like to use (all other IDs are deactivated).
 - When your IDs are combined, a message appears to indicate the merge was successful.
 - You can sign in at [Paycor.com](https://paycor.com) (<https://paycor.helpjuice.com/http://paycor.com/>) to access all applications associated with your newly combined IDs.
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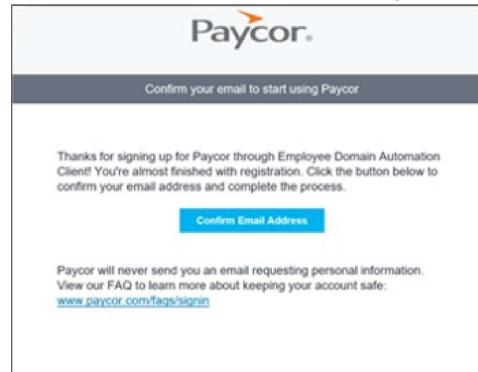
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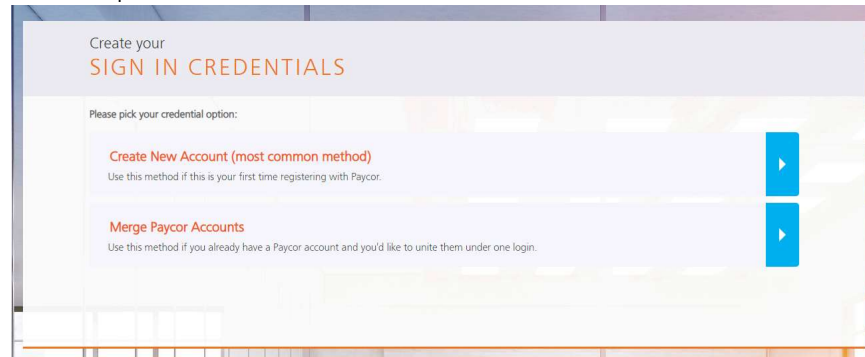
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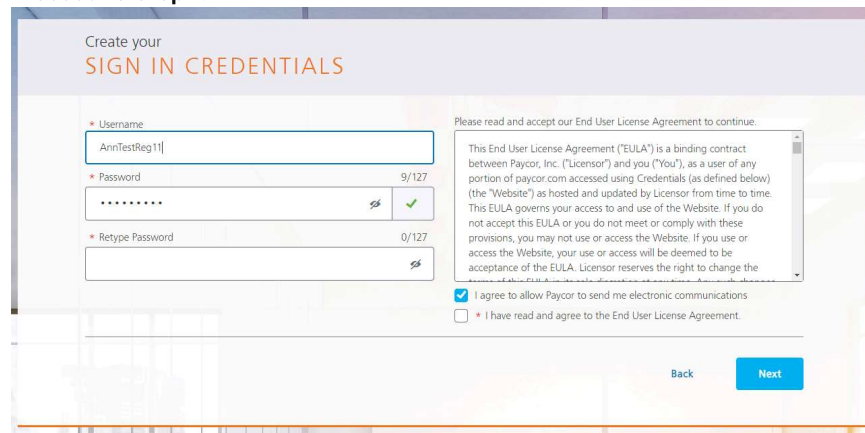
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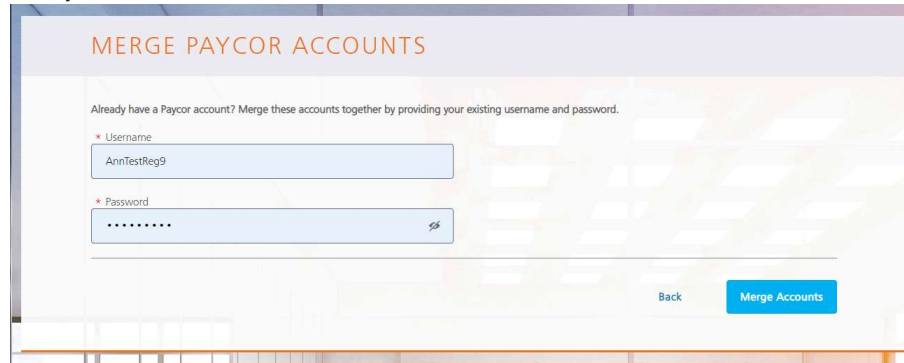
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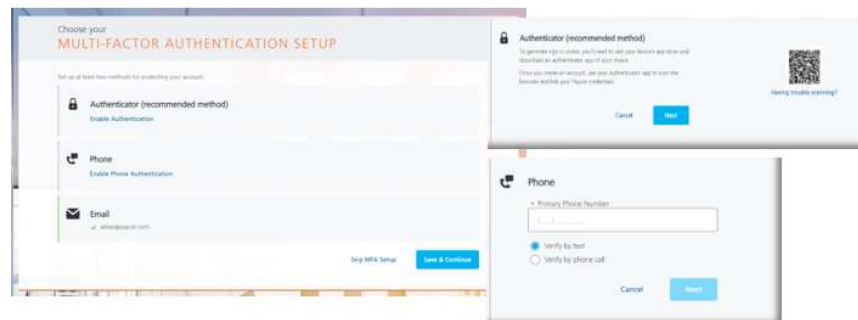


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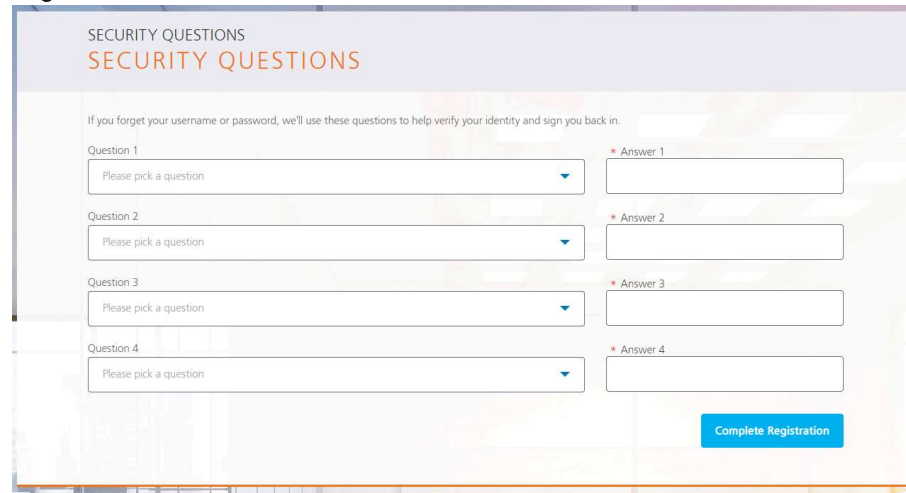
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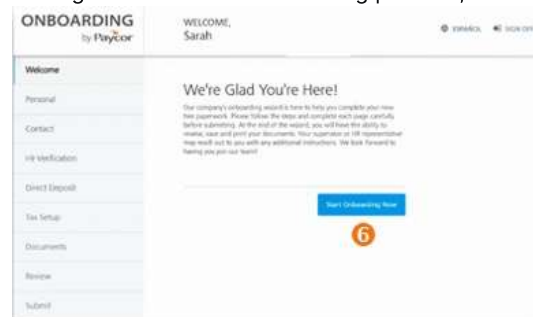


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9. To begin the new hire onboarding process, click **Start Onboarding Now**.



The screenshot shows the "ONBOARDING by Paylocity" welcome page for Sarah. The page features a sidebar with navigation links: Welcome, Personal, Contact, I-9 Verification, Direct Deposit, Tax Setup, Documents, Review, and Submit. The main content area is titled "WELCOME, Sarah" and "We're Glad You're Here!". It includes a message: "Our company's onboarding system is here to help you complete your new hire paperwork. Please follow the steps and complete each step carefully before submitting. At the end of the wizard, you will have the ability to review, save and print your documents. Your supervisor or HR representative may need to be notified of any additional requirements. We look forward to having you join our team!" A blue button labeled "Start Onboarding Now" with a circular icon containing the number 6 is prominently displayed.

Important Onboarding Note:

- For the onboarding process, you must use a desktop or laptop if your employer requires you to complete electronic signatures of online documents.
- Tablets and mobile devices will not work to complete e-signatures during onboarding.
- It is also recommended to use Microsoft Edge or Google Chrome as your browser for the optimum experience, though other browsers may work.

Generic Non-Invite Instructions

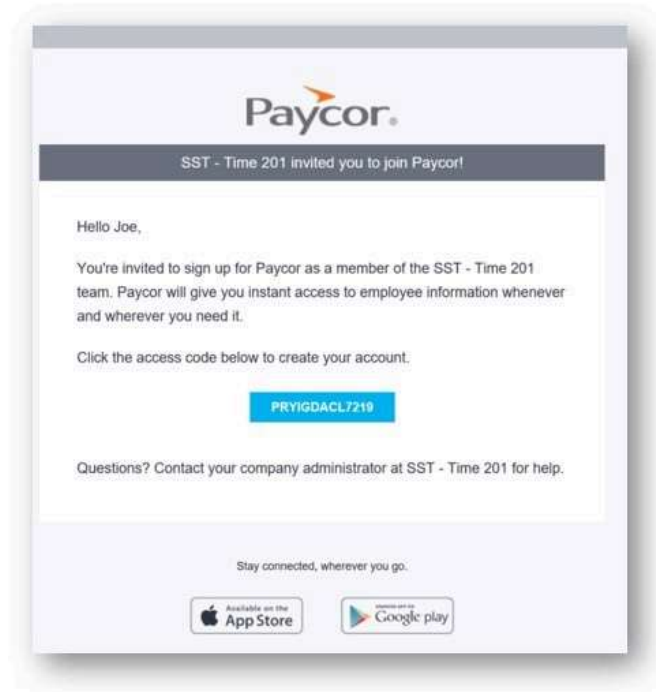
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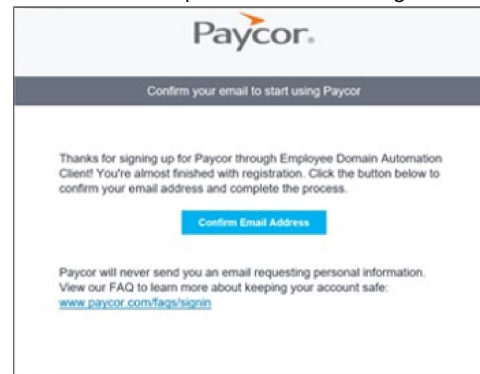
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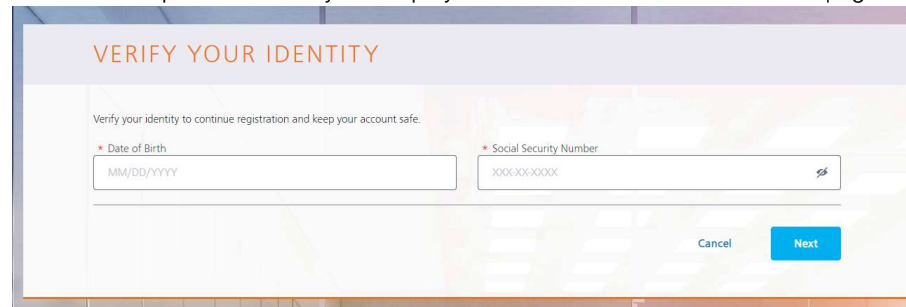
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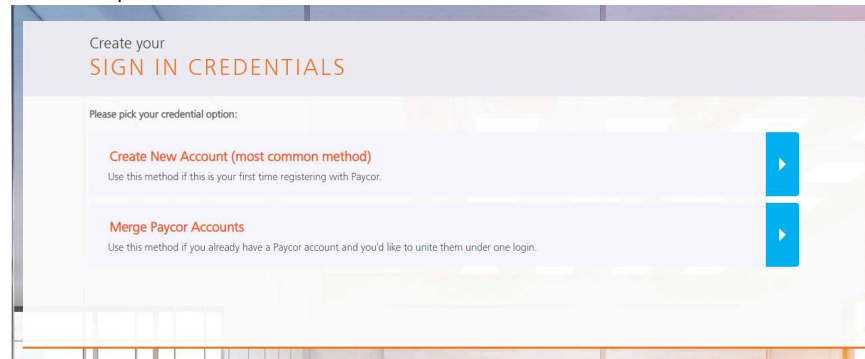
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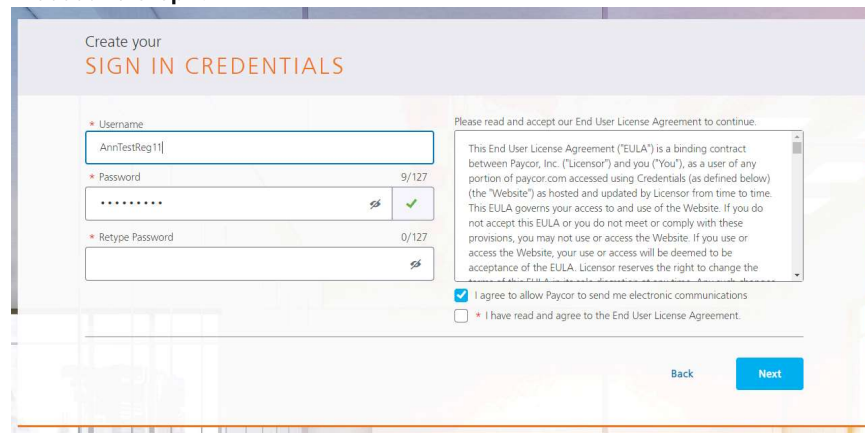
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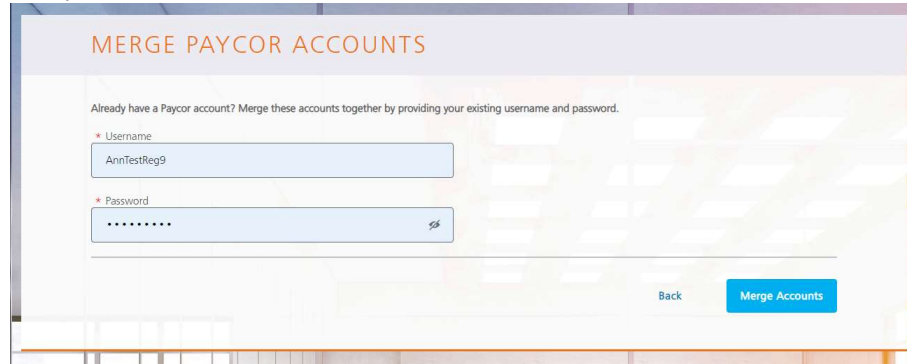
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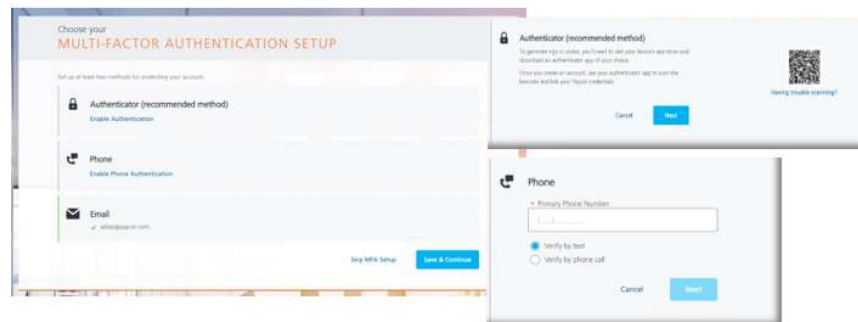


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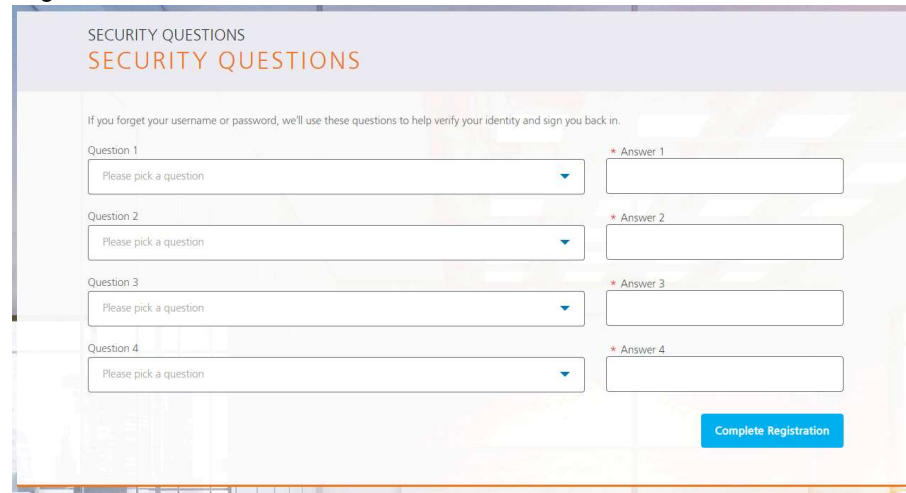
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[1640 \(https://paycor.helpjuice.com/contact-us##search_query=1640\)](https://paycor.helpjuice.com/contact-us##search_query=1640)

[username registration \(https://paycor.helpjuice.com/contact-us##search_query=username registration\)](https://paycor.helpjuice.com/contact-us##search_query=username%20registration)

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