

To Access Paycor please follow these instructions. You will have access to W-2s, 1099's, check stubs.

Access Code **57906**

### **Prepare to register.**

You'll need to following items to register;

1. An email address (you will receive a verification code to this address to complete your registration).
2. A web browser (find a fill list here: [www.paycor.com/system-requirements](http://www.paycor.com/system-requirements)).
3. Adobe Reader (you can download and install for free here).  
[www.Get.adobe.com/reader](http://www.Get.adobe.com/reader)

### **Start your registration.**

Visit; <https://secure.paycor.com/accounts/userregistration/registertogetstarted>

### **Tell us who you are;**

You will need to enter a few pieces of personal information so we can verify your identity.

1. Enter your last name and access code (found at top of this page)
2. You may also need to enter your social security number and date of birth.

### **Create your account;**

If you have previously created other paycor.com accounts, you can merge this accounts access code by signing in when prompted bypassing the steps below. Otherwise, create a new account by choosing a username and password you will be able to recall later.

1. Enter a username, password and email address that you will use for signing in.

### **Complete your registration;**

You will receive an email containing a verification code to the email address you entered.

1. Enter the verification code when prompted to complete your registration.
2. Select and answer a few security questions that can be used if you forget your username or password.