



## Setting up your Paycor Account Instructions

Using a web browser, go to [www.Paycor.com](http://www.Paycor.com)

- Click on "Sign-in"
- Click on "Register here!"
- Use access code: **83206** and the email address you used when you went through the hiring process.
- Create your username and password

Next you will need to turn on the paperless option:

- Click on "W-2"
- Click on "Paperless Options"
- Click on "Paperless On" for W-2's (check box)
- Electronically sign the "Consent to Electronic W-2's"

Now you're ready to download the Paycor app to your phone or tablet!

**DO NOT DOWNLOAD THE PAYCOR APP BEFORE YOU SET UP  
YOUR PAYCOR ACCOUNT.**

- Go to the app store for your phone/table type
- Download the Paycor App
- Sign in with the username and password you created when you set up your account.

You will be able to see your paystubs, Paid Time Off (PTO) accrual, when you're next pay date is, and your W-2 will be on there in late January!

Remember to keep a record of your username and password!