

# Employee Self Service Portal Access Steps

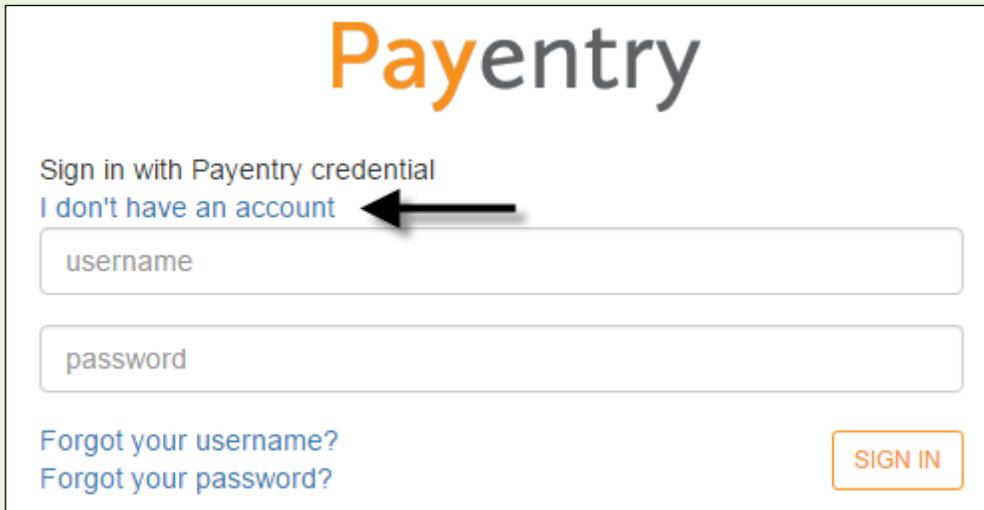
## Welcome Email

You will receive an email from [no-reply@payentry.com](mailto:no-reply@payentry.com) with this subject line: "Welcome To Your Employee Self Service Portal"

## Click the email link to begin account setup

Click the link in the email (<https://my.payentry.com>) to create a new account (or sign into your existing Payentry ESS portal). Once on the Payentry site, click "I don't have an account" to setup a new account.

**YOU MUST CLICK ON 'I DON'T HAVE AN ACCOUNT' This is a brand new**



Payentry

Sign in with Payentry credential

[I don't have an account](#)

username

password

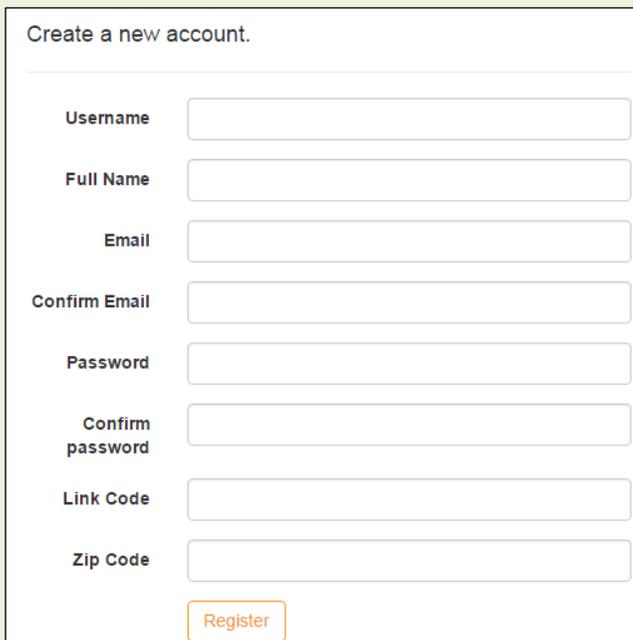
[Forgot your username?](#)

[Forgot your password?](#)

SIGN IN

## Create new account

Enter your information. Password must contain a capital letter, number, and symbol. The Link Code is contained in the Welcome Email. The zip code must match the home address that your employer has on file.



Create a new account.

Username

Full Name

Email

Confirm Email

Password

Confirm password

Link Code

Zip Code

Register

**Confirmation Email** You will receive a confirmation email containing a link; you must click the link to confirm your account.  
**OPEN THE NEW EMAIL FROM No-Reply, CLICK ON THE LINK!**

**What the email looks like:**

Dear Michael Scott,

This email is the second email of a series of 3 steps that you will need to complete your Payentry ESS (Employee Self Service) account creation and activation. Please follow steps outlined in STEP TWO only.

Step one: Create your account - This step is completed.

**STEP TWO:**

In this step, you will set your security questions as well as your primary and secondary authentication methods. You will also choose the delivery method for your company link activation code.

Please confirm your account by clicking the **link** and follow the instructions outlined on the screen. **< the link is in this line**

Step Three: Payentry ESS - Company Activation - you will receive the activation code.

For general information regarding setting up a Payentry ESS account or using Payentry ESS, click [Logging into Payentry ESS for the First Time](#).

For information specific to your configuration of Payentry ESS, contact your Human Resources department.

Thank you.

Do not reply to this message.

**Security Questions** After confirming your account, you will be prompted to select and provide answers to several security questions.

**User Secondary Authentication** Accessing the portal requires a security step in addition to entering your password. You will be asked to choose one of three authentication methods, and you will be required to test that method before proceeding with the setup (e.g. if you choose the text confirmation method, the system will send you a code via text message that you will enter into a validation field.)



**Account Activation** You will receive a 3<sup>rd</sup> email with an activation code that must be entered to finalize the account setup. It looks like this :

