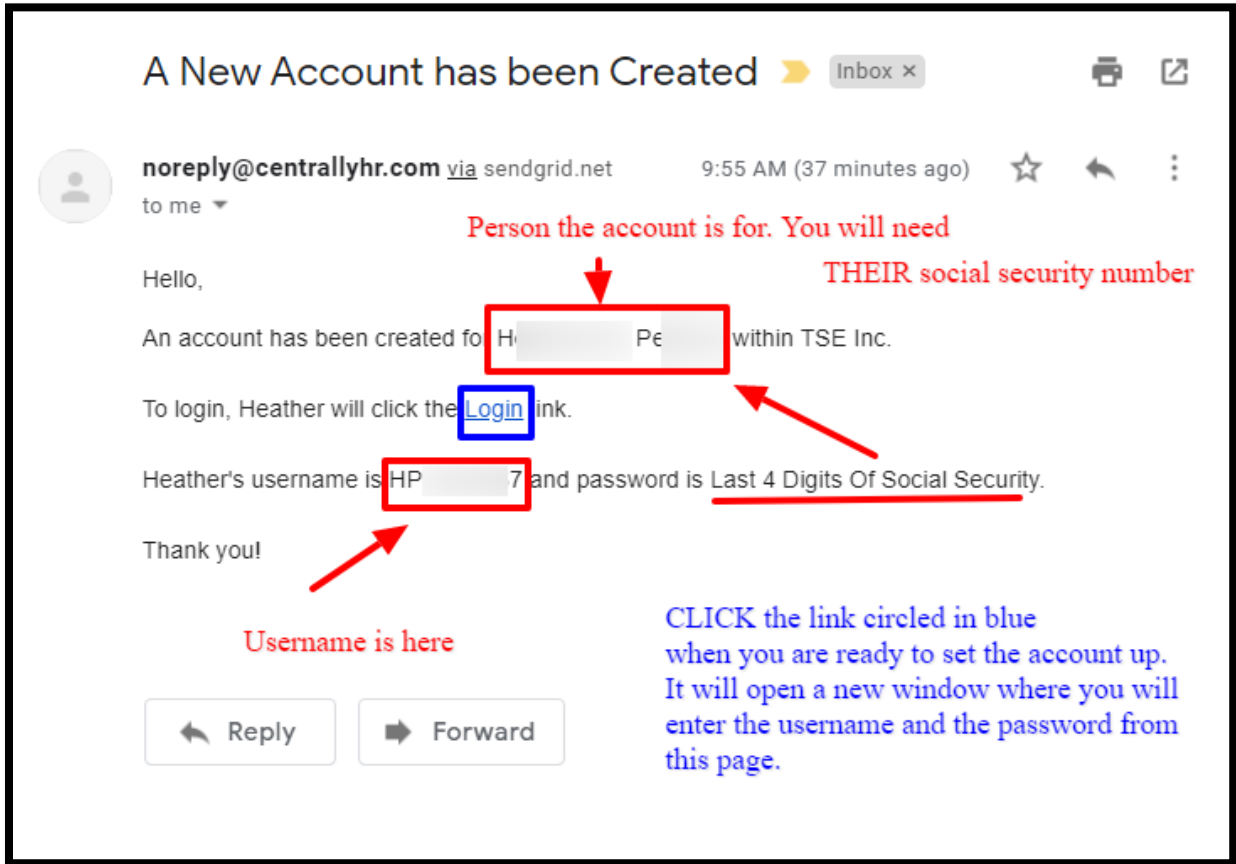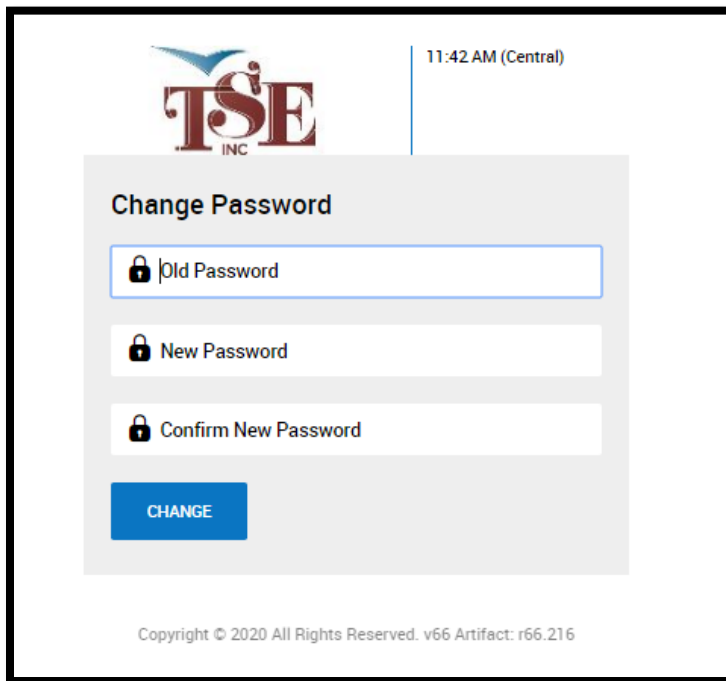# Instructions for Centrally HR account set up!

1. You will receive an email from the system. The Email might go to your SPAM or TRASH. Please look for an email from NOREPLY @ CENTRALLYHR. Com.   This is what it looks like.

2. You will need the Social Security number for the person listed. The last 4 digits are the start-up password. After your first log in, you will be forced to change your password. Make sure you write down your new password somewhere… here's the first screen after you click the link.
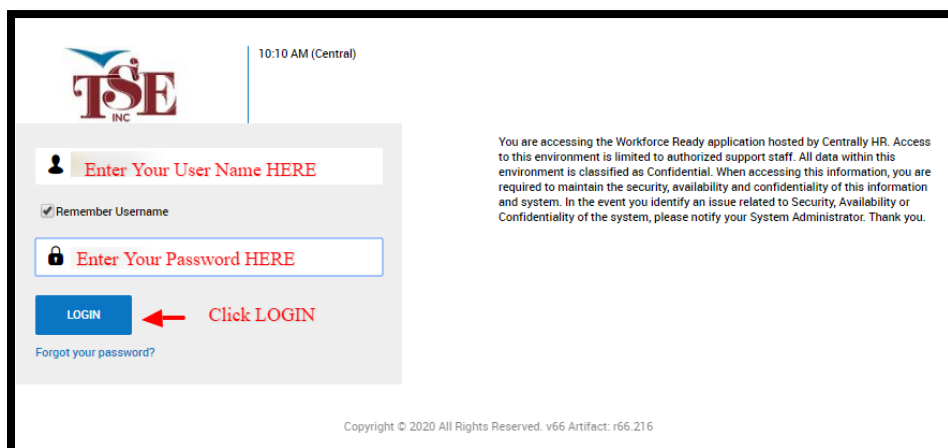
3. On your first log in, you are automatically taken to this screen to change your password.
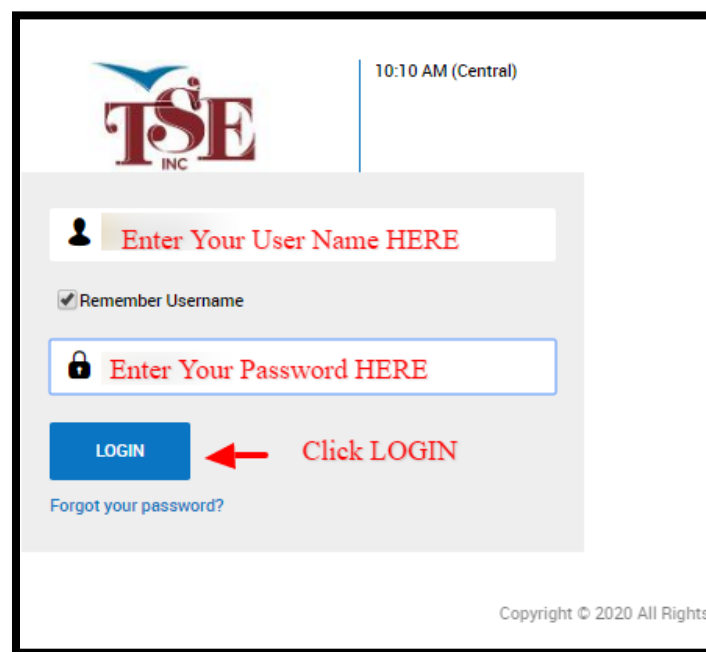

REMEMBER! Your password must contain at least Eight Characters, including at least one of each of the following:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

Examples that contain all of these requirements:

PassWord#1
100%tSePaYrOlL
UPPERlower123!@#
99RedBalloons!
***5GoldenRings**

4. This is what the normal log in screen looks like each time you log in…. you should have a NEW password now.

5. The first time you long in from any computer, you will be asked to do a SECONDARY Authentication to prove you are really you!   There is a trick to this so they won't ask you every time like the old system did. TICK THE BOX UNDER THE "ENTER CODE" AREA. This will "save" the computer that you are on, and not ask again while you are on it, provided you log in at least every 30 days!

Currently we only have things set up to send an email code. The code will be sent to the email address on file. Make sure the bubble next to Email is dark then click "SEND CODE". Check your email in another window.

6. The email with your Secondary Authentication / validation code looks like this. Again, it is from noreply@centrallyHR.com, so check your Spam/Trash if you don't see it right away. Your Code will be a 6 digit number.

7. Once you've entered your Key Code, and clicked LOG IN you will be taken to your Centrally HR Home Page:

This is your new HOME PAGE!
Person served don't have time sheets.
They do have PAY HISTORY.
Click here to get to it
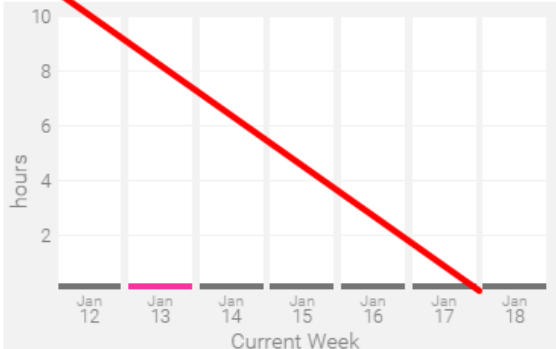
8. Persons Served have tiles for some items that won't populate... the one that has information and is important is PAY HISTORY tile. You can click on "VIEW PAY HISTORY" to be taken to that page:

Automatically you will see tiles for individual pay stubs.... If you need more, we will have all of 2019 paystubs in the "HISTORICAL" tab. If you need something further back than that, please contact the Main Office and we will work with you for that information.

To View an individual pay stub, Click PAY STATEMENT. This will open a pop-up window you can see the details, you can download the pdf file and print that file from your computer.

**Please note, these are set to print on a legal size paper, pay statement plus the area where a check or voucher would print.... You may have to adjust your specific printer settings to have it print on 8.5x11 paper. You'll need to consult the manufacturer user guide for your machine for help with that.