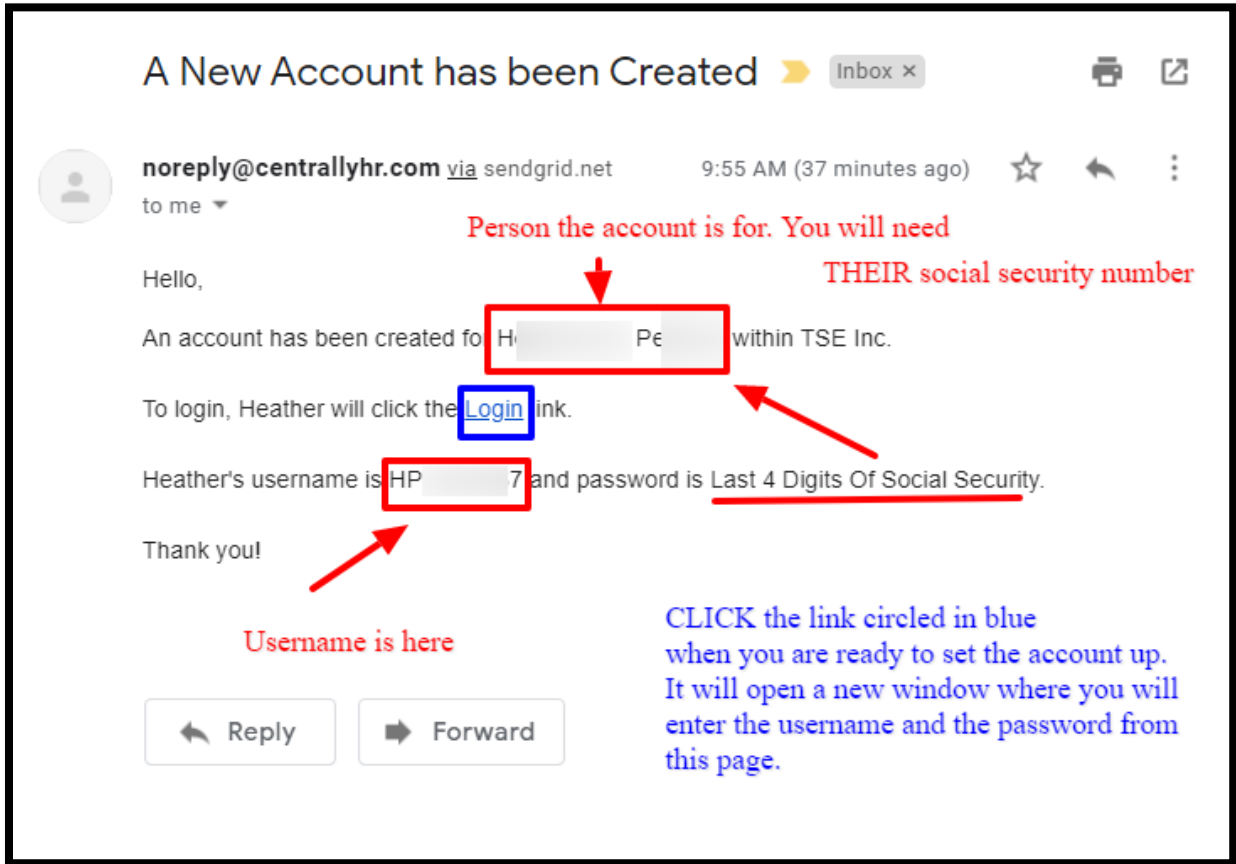
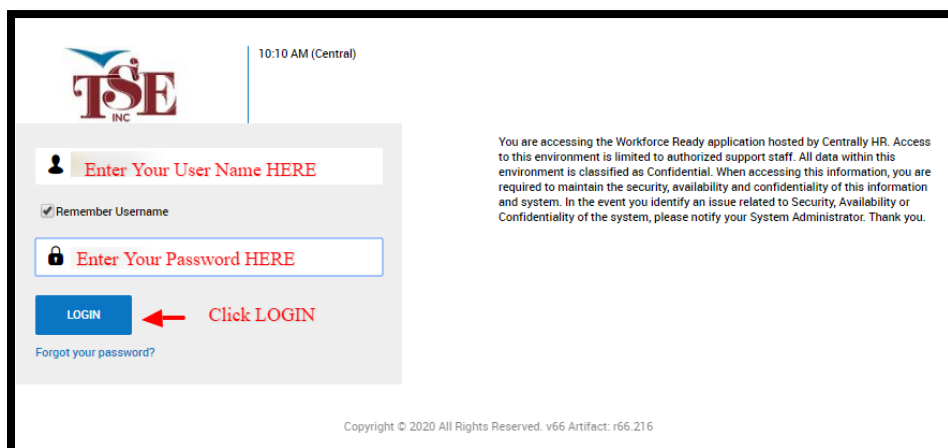


# Instructions for Centrally HR account set up!

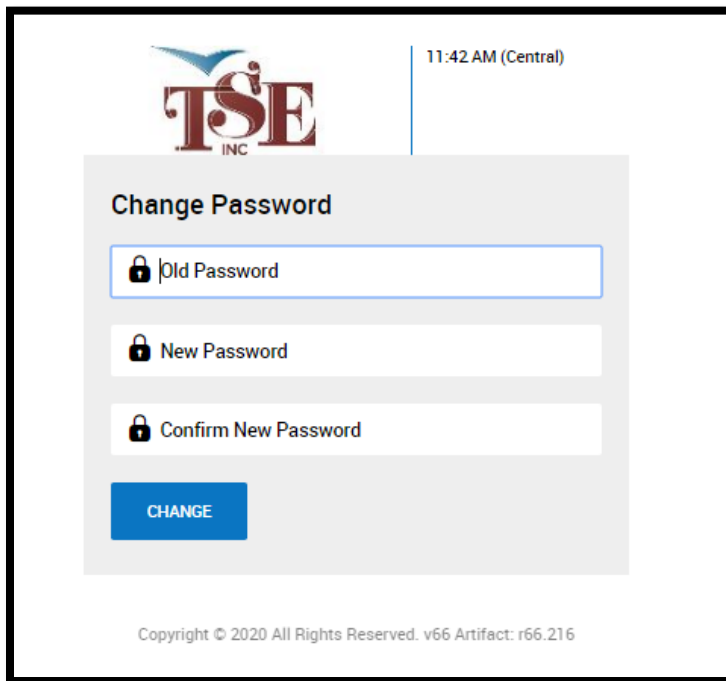
1. You will receive an email from the system. The Email might go to your SPAM or TRASH. Please look for an email from NOREPLY @ CENTRALLYHR. Com. This is what it looks like.



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.



11:42 AM (Central)

**TSE**  
INC

**Change Password**

Old Password

New Password

Confirm New Password

**CHANGE**

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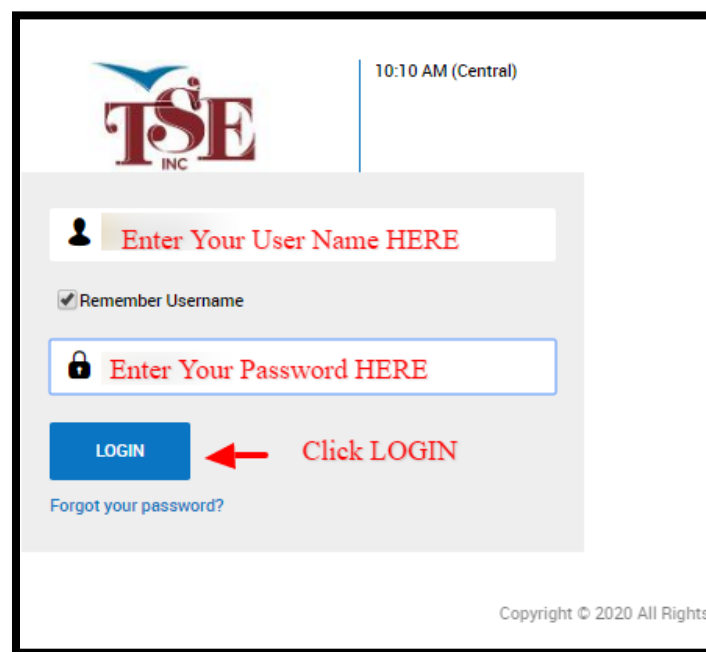
REMEMBER! Your password must contain at least Eight Characters, including at least one of each of the following:

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

Examples that contain all of these requirements:

**PassWord#1**  
**100%tSePaYrOIL**  
**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.



10:10 AM (Central)

**TSE**  
INC

Enter Your User Name HERE

☒ Remember Username

Enter Your Password HERE

**LOGIN** ← Click LOGIN

[Forgot your password?](#)

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5. The first time you log 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.

**Configure Virtual Code Settings**

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: ☐ Text Message ☐ Voice ☒ Email

Email will be sent to: a\*\*\*\*\*n@tse-inc.org

**SEND EMAIL**

**Enter Code**

☒ By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

**CONTINUE**

**TICK THIS BOX**  
Before you click Continue.  
It will stop forcing you to  
do secondary authentication  
on the computer you are  
on right now.

Currently the system  
is only set up to send  
email codes!! You need  
to be logged into the email  
address \*mostly\* shown  
to get the code.  
Click SEND EMAIL  
to get the code  
then enter the code in the box.

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.

**ACTION REQUIRED By User** Inbox x



**noreply@centrallyhr.com** via sen... 10:04 AM (23 minutes ago)

to me

Please enter the code in application to continue login process. CODE: **769322**

Enter this code into the box with the KEY next to it


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





← Home

Home

This is your new HOME PAGE!  
Person served don't have time sheets.  
They do have PAY HISTORY.  
Click here to get to it






 Clock


[View Timesheet](#)

Monday, Jan 13

10:19 AM


[Central]

 CLOCK IN/OUT


 My Pay

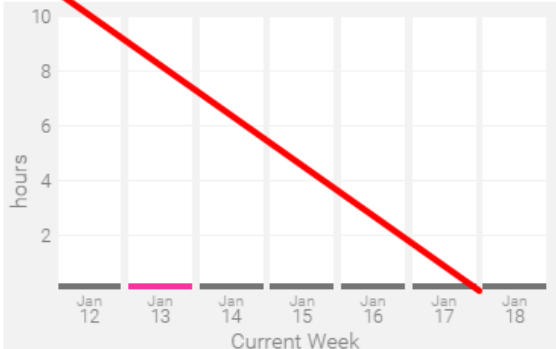
11


days till next payment



View Pay History

 Timesheet Chart



 Time Statistics

0.00 HRS PERIOD TOTAL

?? PERIOD EXTRA PAY

?? OVERTIME

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:

MY PAY

← Pay History

RECENT HISTORICAL

Jan 10, 2020

Net Payment

\$ Total NET pay is here

| Type             | Regular      |
|------------------|--------------|
| Pay Period Start | Dec 22, 2019 |
| Pay Period End   | Jan 04, 2020 |
| Gross            |              |
| Check            | \$ 0.00      |
| Direct Deposits  |              |

Paper Check totals are in this line

Direct Deposit totals are in this line

PAY STATEMENT

Click here to download & print a pay stub

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.