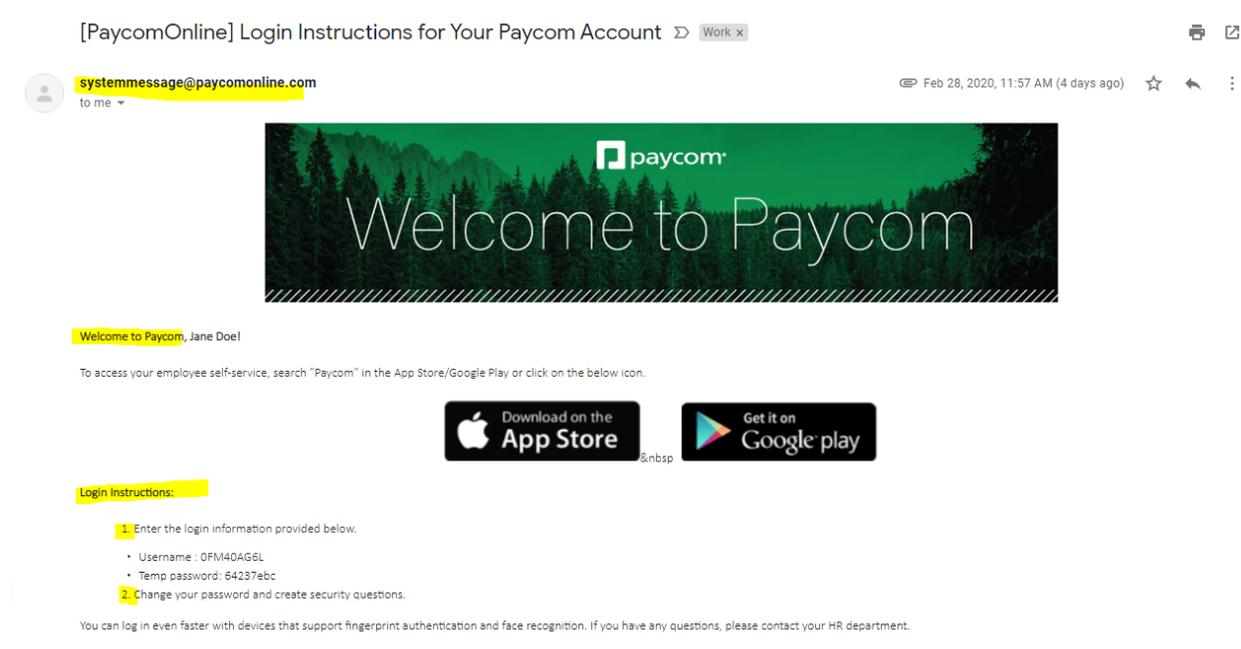## Logging into Paycom and Accessing Paystub Information

You will receive an email from **systemmessage@paycomonline.com** with the subject **"[PaycomOnline] Login Instructions for Your Paycom Account"**

(**This email might go to your junk/spam folder. Also, you may receive a warning message. Please click "Looks safe" to move forward to the next step**)

Email will look this this:

Once you open the email from Paycom, follow the instructions in the email to login. The email will provide your Username and Temporary password. Once you go to Paycom's website and enter in the username and temporary password, you will be prompted to create your own password and set up security questions.

Let's get started.

Go to www.paycom.com
Select log in
Select Employee
Enter the username from the email (Log in Tip: o's and 0's can get confused, it is best to COPY AND PASTE username)
Enter the temporary password
Enter the last 4 digits of your social security number

You will be prompted to this screen to create a new password:

Enter the temporary password from the email in the "current password" box
Create a new password (write this down so you remember)
Retype that new password in the "confirm new password" box
Hit update password
It will say you have successfully updated your password, click continue

Next you will be prompted to set up your security questions.

Please take a moment to register five security questions.

You will be **unable to log in** to the system until you complete this registration.

If you have any questions, please contact your Human Resources Department

Register Security Questions

#	Question	Answer
1.	(Select a Question) ▼	Answer to Security Question #1
2.	(Select a Question) ▼	Answer to Security Question #2
3.	(Select a Question) ▼	Answer to Security Question #3
4.	(Select a Question) ▼	Answer to Security Question #4
5.	(Select a Question) ▼	Answer to Security Question #5

NEXT STEP

Suggestion: We suggest you choose the "unique pin" option in the drop down box under "select a question" so that it is easy to remember and you can have all 5 questions have the same pin #)

Register Security Questions   ×   +

← → C   🔒 paycomonline.net/v4/ee/web.php/security/security-question/register/1

Please take a moment to register five security questions.

You will be **unable to log in** to the system until you complete this registration.

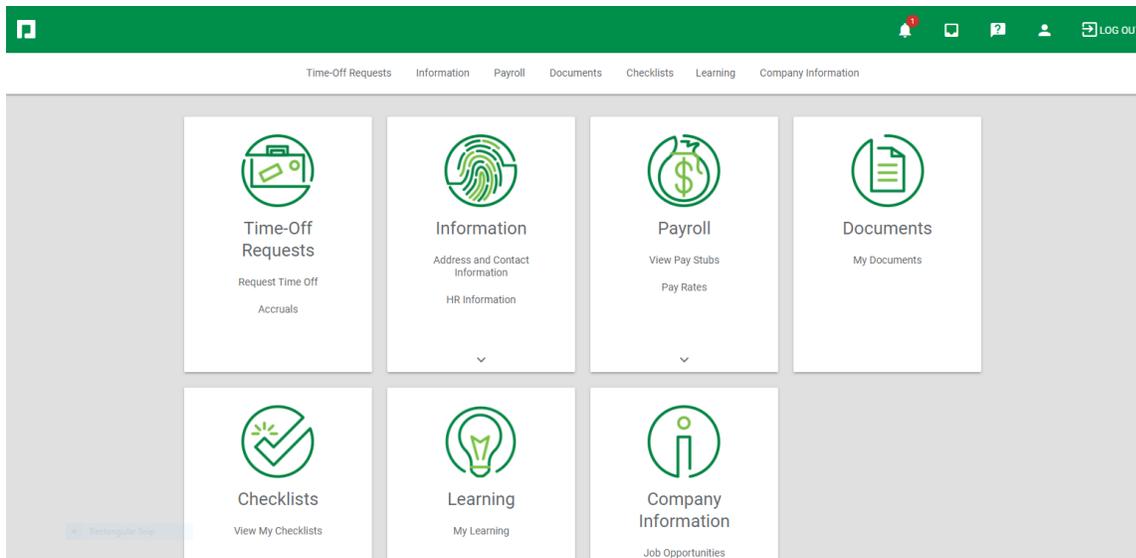If you have any questions, please contact your Human Resources Department

Register Security Questions

| #	Question	Answer
1.	Unique pin #1 ▼	1234
2.	Unique pin #2 ▼	1234
3.	Unique pin #3 ▼	1234
4.	Unique pin #4 ▼	1234
5.	Unique pin #5 ▼	1234

NEXT STEP

Select each question and the answer and then click next step at the bottom
You will be prompted to review those questions and answers
click "register security questions" at the bottom right hand corner of the screen.
It will confirm you have registered the security questions>
Click "Continue to menu"
At this point, it will bring you to yearend tax questions that can be answered now or skipped past
Make a selection to do it now or skip.
Next go to home screen.
You have successfully logged into paycom!

Home screen:

To view your paystubs follow these instructions.

Login to paycom> click on the payroll box> View paystubs.
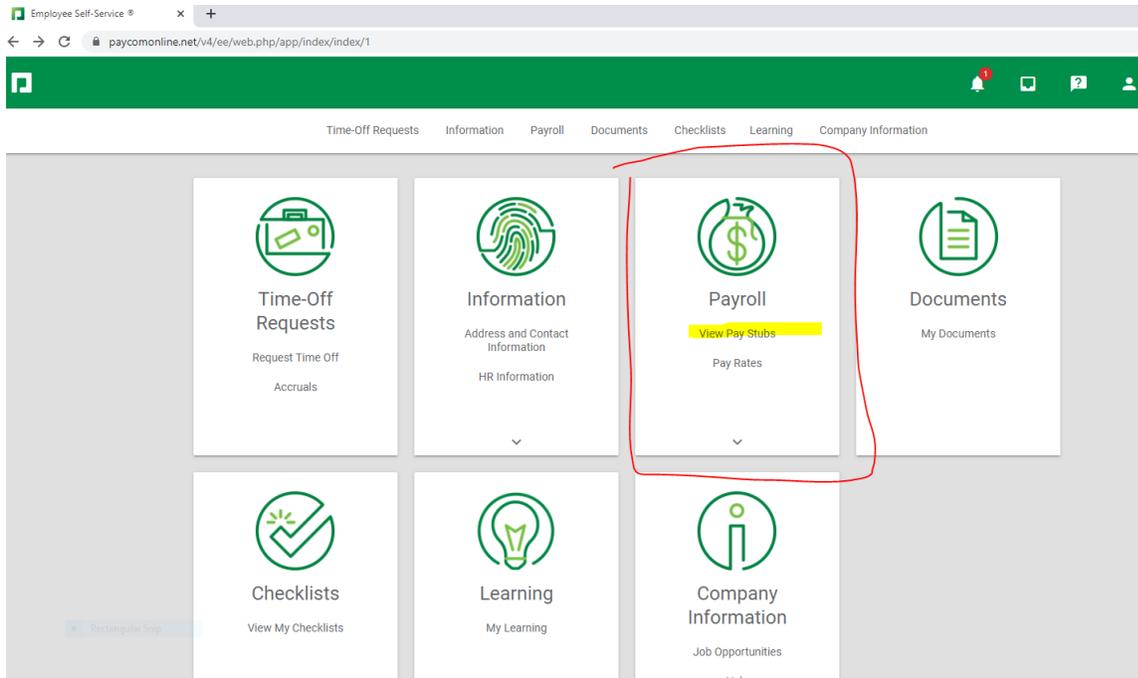
If you have any issues while logging into paycom/resetting your password/payroll concerns. Please contact our payroll department at 216-678-9051 or payroll@gtrjobs.com and someone will be able to assist you.