Employee Self Service Enrollment

Employee Enrollment

- Welcome e-mail received with subject of "Welcome To Your Employee Self Service Portal"
- Click on the https://my.payentry.com link
- Click on "I don't have an account"
- Enter the appropriate information
    - Choose a user name
    - Full name
    - E-mail & Confirm
    - Choose a password & confirm it
        - **Needs to be at least 8 characters and contain the following: one capital letter, one lowercase letter, one number, and one symbol**
    - Enter Link Code from the welcome e-mail
        - **Link Code expires after 24 hours. Contact your employer to be reset and receive a new code**
    - Enter zip code (Must match what employer has on file)
    - Check "I'm not a robot" box
    - Note information entered for future reference and then click Register
- Close all open internet browsers
- Confirmation e-mail received with a subject of "Confirm your account"
- In the "Confirm your account" e-mail, click "link" in the STEP TWO section to confirm your e-mail address
- Click "Click here to Log in"
- Enter your user name and password and click "Sign In"
- Choose your 4 security questions and answers (please note that your answers need to be at least 5 characters long)
- Click "Save and Continue"
- Choose your Two-Factor Authentication primary method
- Click Send Code
- Enter the code you receive from the method you chose and click Validate Code
    - **Codes sent to you via text or voice message expire after 60 seconds**
- You can setup a secondary method if you would like or you can skip this by clicking done
- Choose the method you want to use to activate your company
- Enter your Activation Code
- Click Validate Code
- Click "Default"
- Click the home icon at the top left corner of your screen
- You are now logged in to your Employee Self Service portal!