

SHOW ME HOW

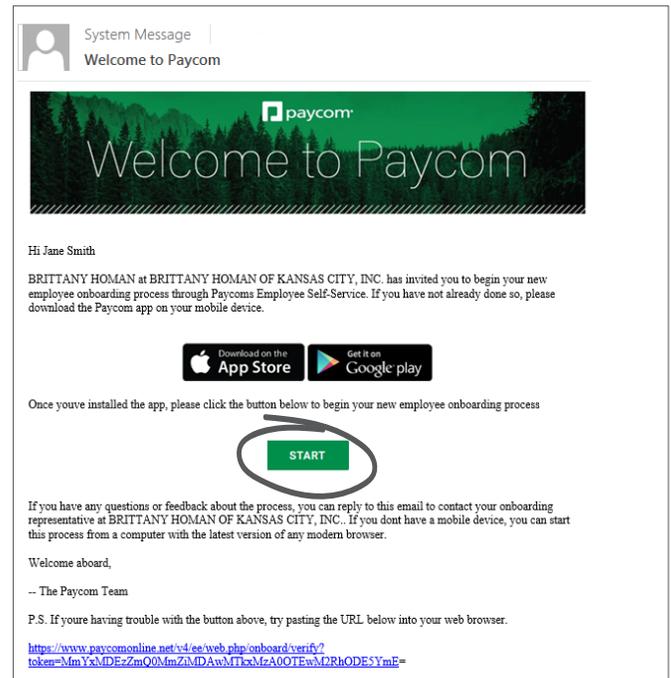
to Self-Onboard



STEP 1

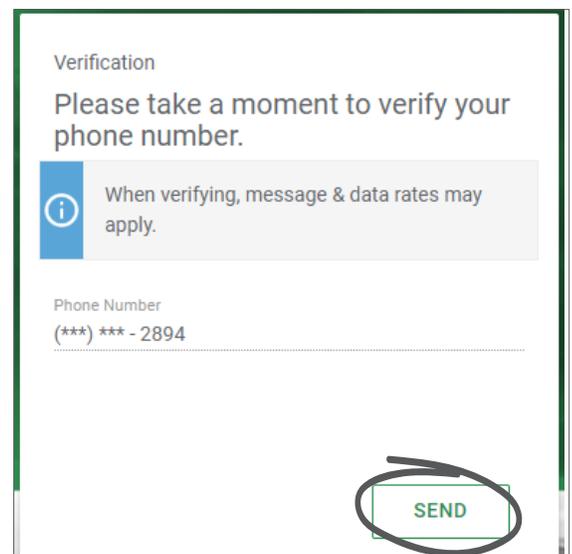
To begin self-onboarding, look for an email similar to this example in your personal email.

Follow the link to download the Paycom app on your mobile device or click "Start" from a desktop computer.



STEP 2

When prompted, click "Send" to verify your phone number.



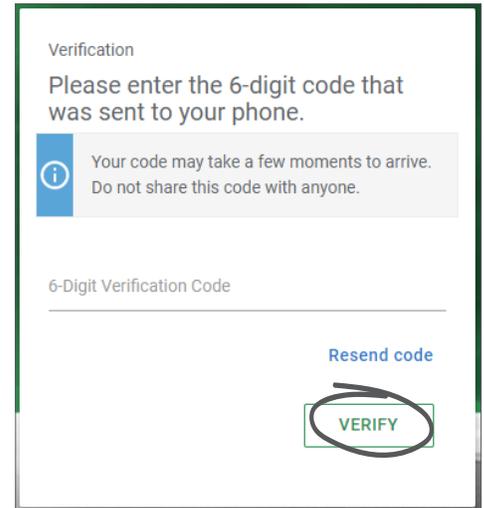
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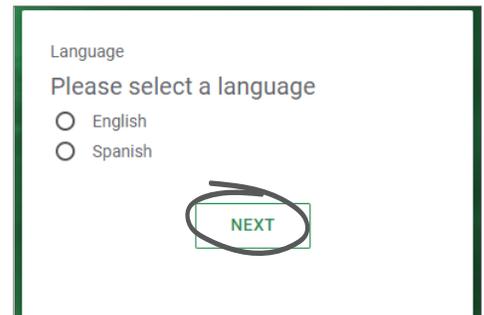
STEP 3

After you've received a text message, enter the verification code and click "Verify."



STEP 4

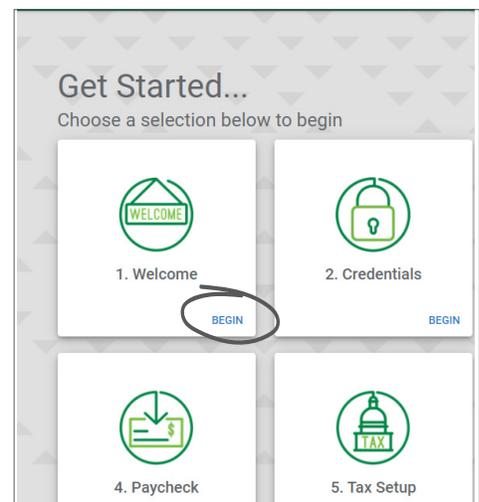
Choose your preferred language and click "Next."



STEP 5

Follow the guided steps to complete the onboarding process.

Your username and email address can only be used for one Paycom log-in account. If you work for another company that also uses Paycom, you will need to use a different username and email address.



EMPLOYEES