



# How to Register for Paycor

Sign up for Paycor to access your personal information, tax documents, and pay stubs. Follow the steps below to securely register at [paycor.com](https://paycor.com).

## Here's what you'll need:

1. A valid email address (we'll send you a verification code to complete registration)
2. Access to a smartphone or a web browser on another device (go to [paycor.com/system-requirements](https://paycor.com/system-requirements) for more details)

## Let's get started:

1. Go to <https://secure.paycor.com/accounts/userregistration/register>.
2. Enter your personal information and access code to verify your identity (you may be asked to provide your social security number and birth date).

**Your access code is: 113492**

3. Create a new username and password for signing in. You'll also be able to merge this account's access code with an existing account (do this when prompted or go to My Settings later).
4. Next, you'll receive an email with a verification code to verify your email and finish the process. Enter the verification code to continue setup.
5. Select and setup your authentication preferences to help us keep your account secure.
6. Select and answer a few security questions, in case you forget your username or password.
7. Start using Paycor! If you have trouble registering, please contact your company's HR team.