

# Employee Self Service Portal Access Steps

## Welcome Email

You will receive an email from [no-reply@payentry.com](mailto:no-reply@payentry.com) with this subject line:  
"Welcome To Your Employee Self Service Portal"

06/18/2018

Welcome [REDACTED],

You have been invited to the Payentry ESS (Employee Self Service) portal!  
This portal is your one-stop information hub for your tax, insurance, pay history, and benefit information regardless of the company you work for.  
Please note that Payentry ESS is device agnostic.

\*\*\*\*\* Please note if this is your first time logging in via <https://my.payentry.com> you will need to create a new account with new log in credentials. Your log in for the old Ent

This email is the first of a series of 3 emails that you will receive to complete your Payentry ESS account. This email details STEP ONE.

### STEP ONE:

If you already have a Payentry ESS account, click [here](#) to link your Payentry ESS account to TSE Inc. Use the link code below.

If you do not have a Payentry ESS account, you will need to create one. To do so, click [here](#) and follow the instructions for the first-time login. You will need the link code I

TSE Inc Link Code: **2075561**

← This is where YOUR LINK CODE is in the Welcome Email

Step Two: Confirm your email address. You will get an email with a link to confirm your email address.

Step Three: Company Link Activation - you will get an email/message with an activation code.

For initial login help, please review step by step instructions at [http://cbiz.force.com/CBIZAnswers/articles/Client\\_Reference/Employee-Self-Service-Initial-Login/](http://cbiz.force.com/CBIZAnswers/articles/Client_Reference/Employee-Self-Service-Initial-Login/)

For information specific to your configuration of Payentry ESS, contact your Human Resources department at [apearson@tse-inc.org](mailto:apearson@tse-inc.org).

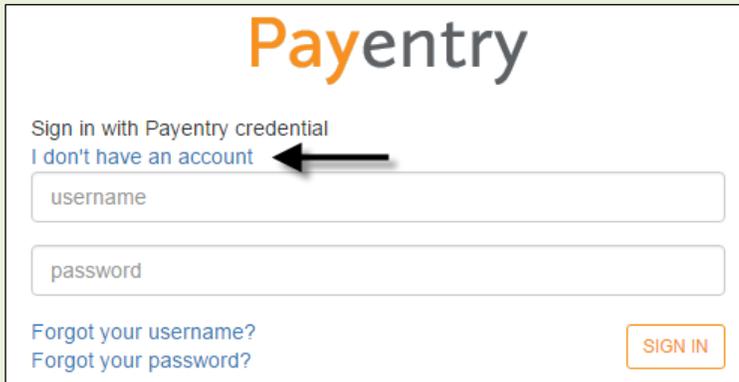
Thank you,  
TSE Inc.

Do not reply to this message.

## Click the email link to begin account setup

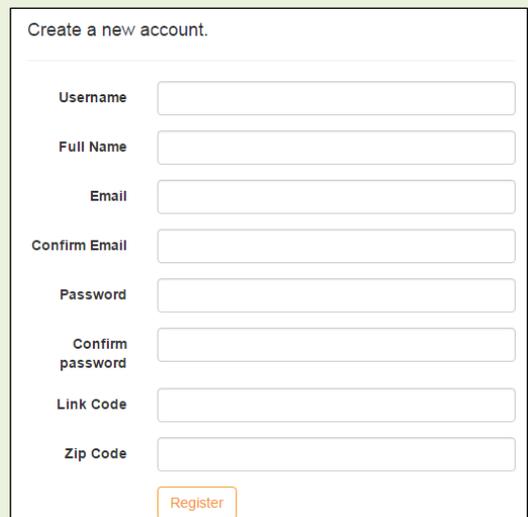
Click the link in the email (<https://my.payentry.com>) to create a new account (or sign into your existing Payentry ESS portal). Once on the Payentry site, click "I don't have an account" to setup a new account.

**YOU MUST CLICK ON 'I DON'T HAVE AN ACCOUNT' This is a brand new**



## Create new account

Enter your information. Password must contain a capital letter, a lower case letter, number, and symbol. The Link Code is contained in the Welcome Email (see image in "welcome email" step. The zip code must match the home address that your employer has on file.



## Confirm- ation Email

You will receive a confirmation email containing a link; you must click the link to confirm your account.

**OPEN THE NEW EMAIL FROM No-Reply, CLICK ON THE LINK!**

What the email looks like:

Dear Michael Scott,

This email is the second email of a series of 3 steps that you will need to complete your Payentry ESS (Employee Self Service) account creation and activation. Please follow steps outlined in STEP TWO only.

Step one: Create your account - This step is completed.

**STEP TWO:**

In this step, you will set your security questions as well as your primary and secondary authentication methods. You will also choose the delivery method for your company link activation code.

Please confirm your account by clicking this [link](#) and follow the instructions outlined on the screen. **< the link is in this line**

Step Three: Payentry ESS - Company Activation - you will receive the activation code.

For general information regarding setting up a Payentry ESS account or using Payentry ESS, click [Logging into Payentry ESS for the First Time](#).

For information specific to your configuration of Payentry ESS, contact your Human Resources department.

Thank you.

Do not reply to this message.

## Security Questions

After confirming your account, you will be prompted to select and provide answers to several security questions. Make sure you write down these answers, or that there is no way they could be something else... Ex: your honeymoon was in Paris with 2 days in London..... If the question is "Where did you honeymoon?" you could answer in more than one way. If you tried all the variations, you might lock yourself out of the account.

## User Secondary Authenti- cation

Accessing the portal requires a security step in addition to entering your password. You will be asked to choose one of three authentication methods, and you will be required to test that method before proceeding with the setup (e.g. if you choose the text confirmation method, the system will send you a code via text message that you will enter into a validation field.)

- \*Mark the method... Text message or Voice call are recommended.
- \*Enter your Phone number in the Phone number box, then click SEND CODE....
- \*The will text you or call with a SIX digit code.
- \*Enter the SIX DIGIT code in the Enter Code box, and click Validate code.
- \*You may have to prove to Google that you are not a robot.

PRIMARY METHOD  
Current primary method - Text Message

Smartphone Application

Text Message

Voice Call

Phone number

Extension may consist of any digit 0-9, \*, #, or +. Use + to add a 0.5 sec delay.

SEND CODE

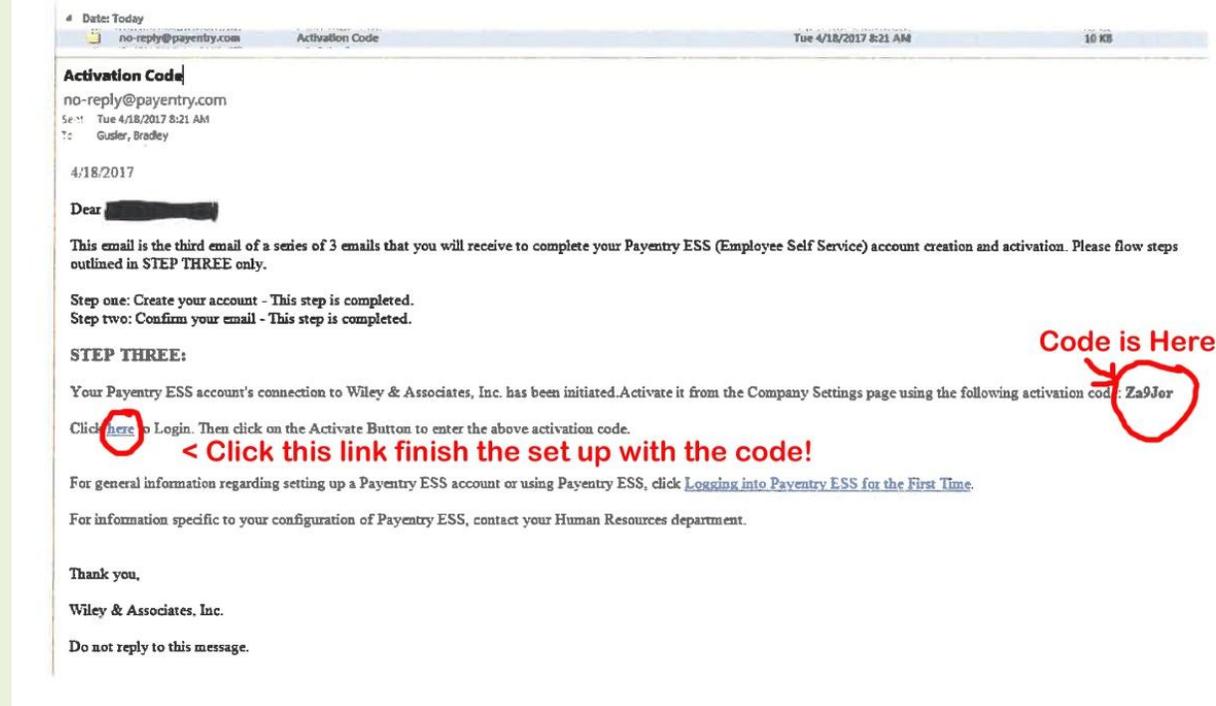
Enter the verification code

Enter Code

VALIDATE CODE

You will receive a 3<sup>rd</sup> email with an activation code that must be entered to finalize the account setup. It looks like this :

## Account Activation



After you have activated your account you will need 3 pieces of information; User Name, Password, Access to the phone that receives the Secondary Authentication code. The log in page address is <https://my.payentry.com>.

Your log in page should always look like the image below. If it doesn't, check the address you've gone to... you may have landed on the back side of the Payentry system.

## YOUR LOG IN PAGE

