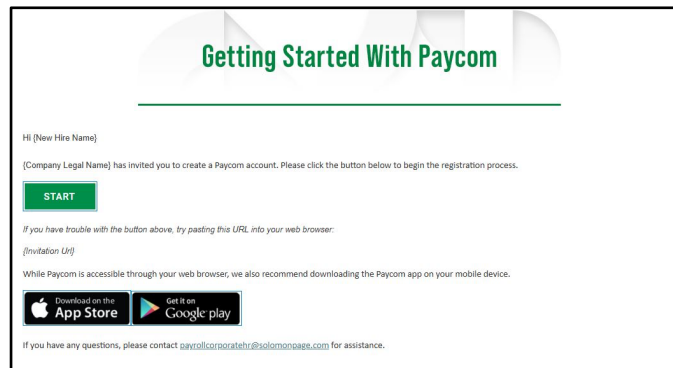**PAYCOM GUIDE: ACCOUNT, PAY, AND TAX SETUP**
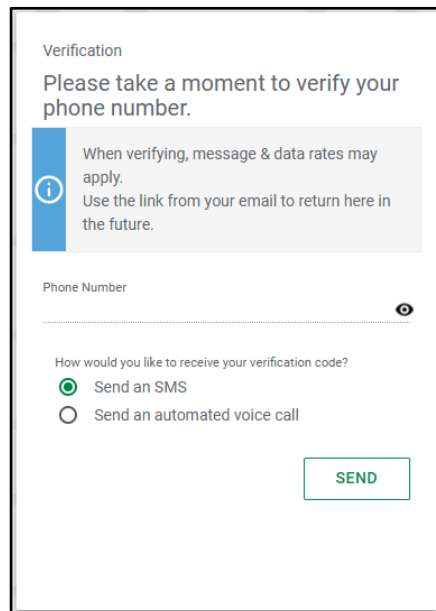
Step 1: You will receive an email from 'systemmessage@paycomonline.com' with the subject line 'Welcome to Paycom'. Click the 'Start' button to complete the registration process.

Please be sure to check your inbox, spam, and junk folder for this email. If you have not received an email after 24-48 hours upon onboarding completion, reach out to payrollcorporatehr@solomonpage.com for assistance.

Step 2: Select a Language and click 'Next'.

Step 3: Enter your phone number, confirm how you would like to be sent a verification code, and click 'Send'.
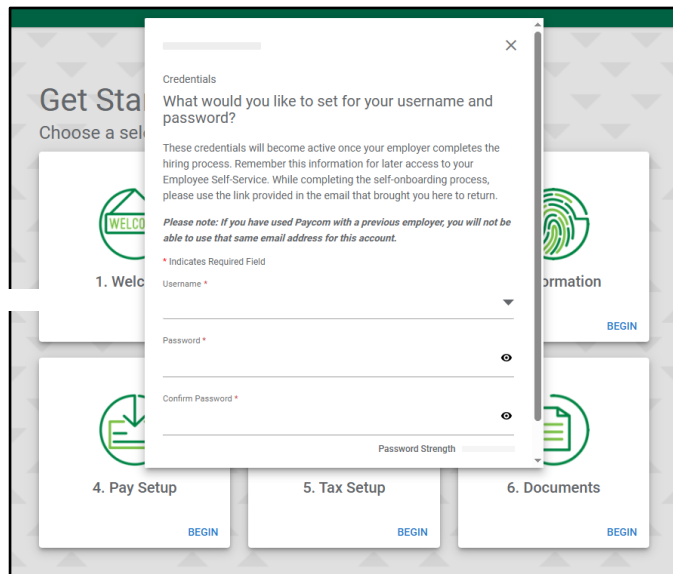
WELCOME

Step 4: A 'Welcome' pop up will appear on your screen. Please click 'Next'.

CREDENTIALS

Step 5: A 'Credentials' pop up will appear on your screen. Your email will autofill in the 'Username' field. Please make sure to complete the 'Password' and 'Confirm Password' fields.

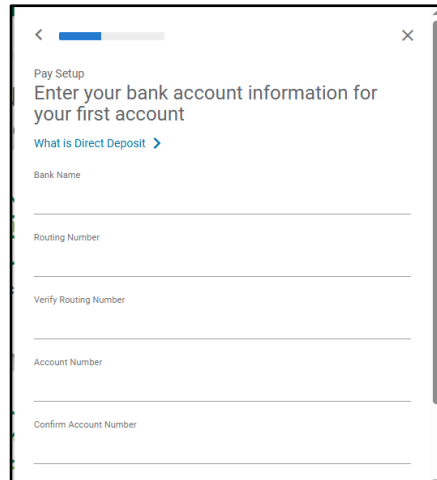**Step 6**: Complete the security questions and click 'Continue'.

INFORMATION

Step 7: An 'Information' pop up will appear on your screen. Complete all required fields within this section, including your Birth Date, Address, Phone Number, and Emergency Contact. Then click 'Continue' again.
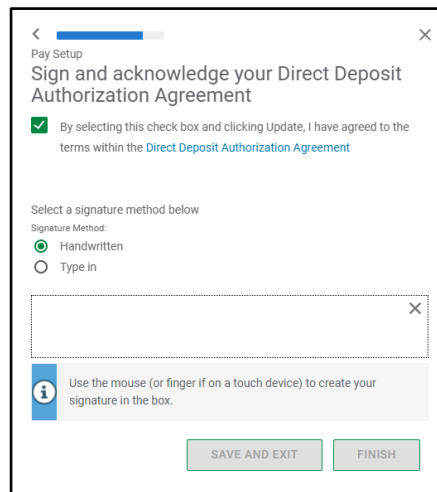
PAY SETUP (DIRECT DEPOSIT)
This section must be completed prior to your start date to ensure there are no payment delays.

Step 8: A 'Pay Setup' pop up will appear on your screen. Enter your bank account information and click 'Next'.

Step 9: Sign and acknowledge your Direct Deposit Authorization Agreement and click 'Finish'.

TAX SETUP
This section must be completed prior to your start date to ensure there are no payment delays.

Step 10: A 'Tax Setup' pop up will appear on your screen. Complete the required 'Federal Filing Status' field, along with other requested information, and click 'Next'.

Step 11: You will then be prompted to complete additional state forms. Once finished, click 'Next'.

Step 12: Sign and acknowledge your W-4 Form and click 'Finish'.