Setting up Employee Self Service
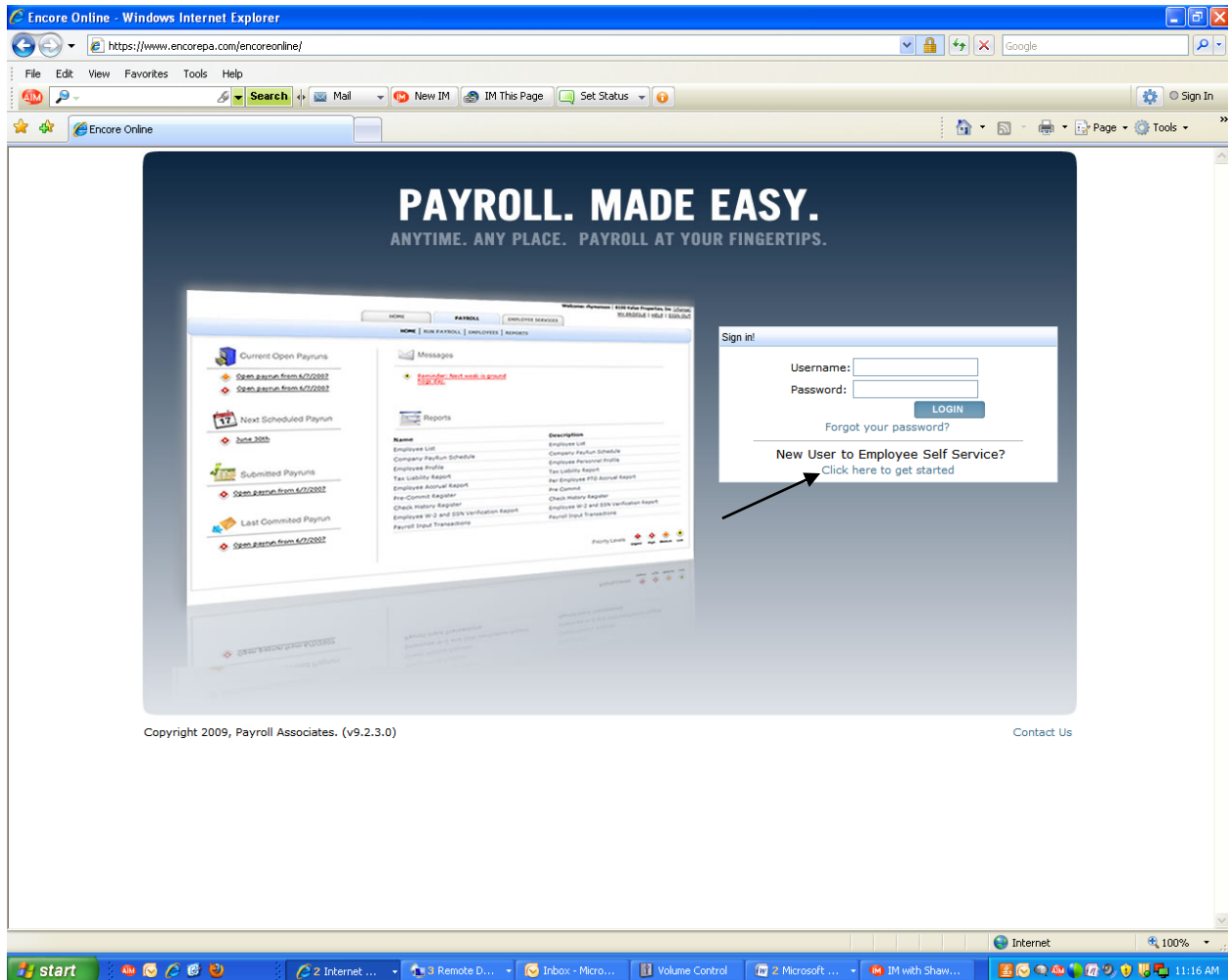
You want to logon to https://peoples.processmypayroll.com
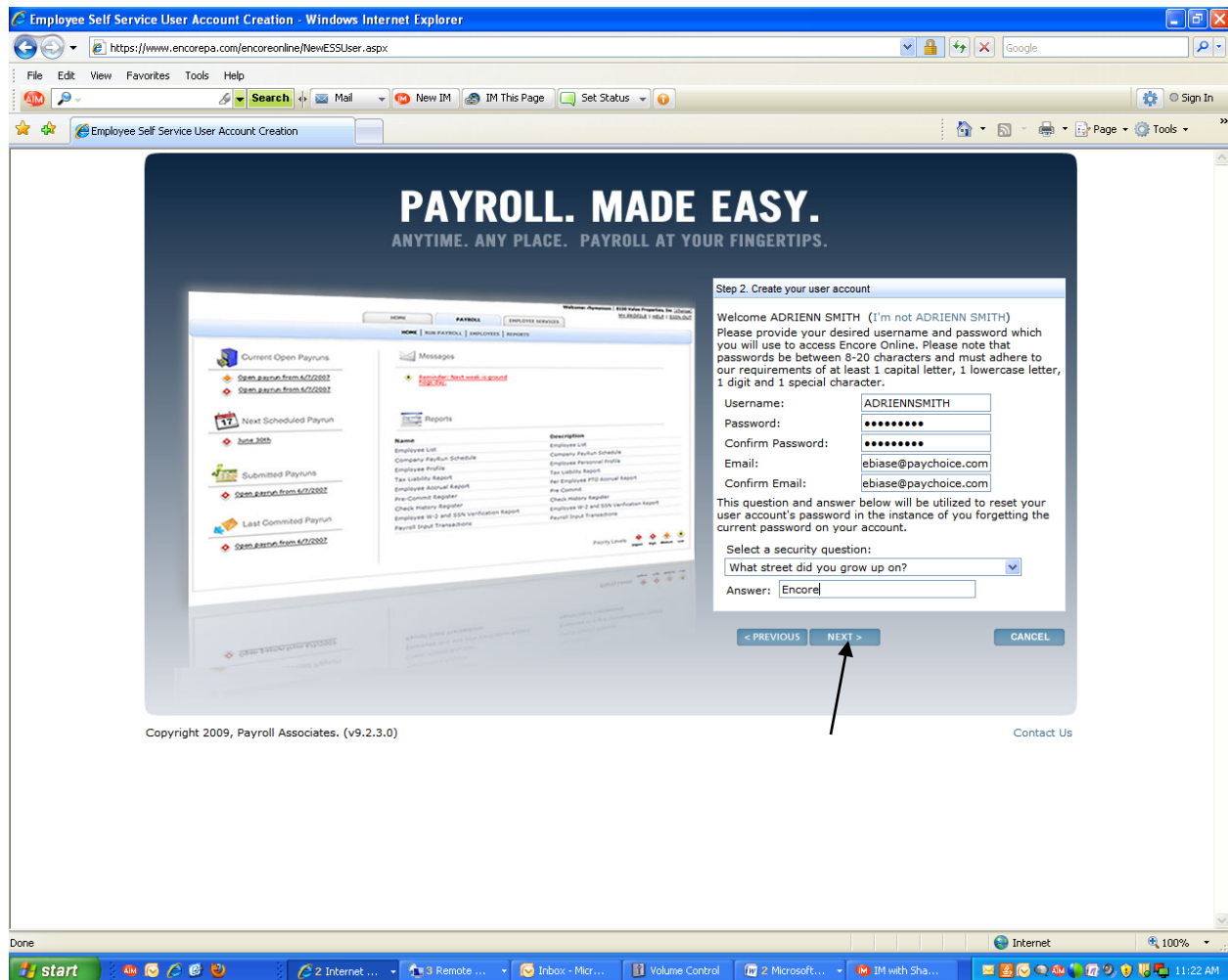

1. Once you're on main home page you will click on "Click here to get started"
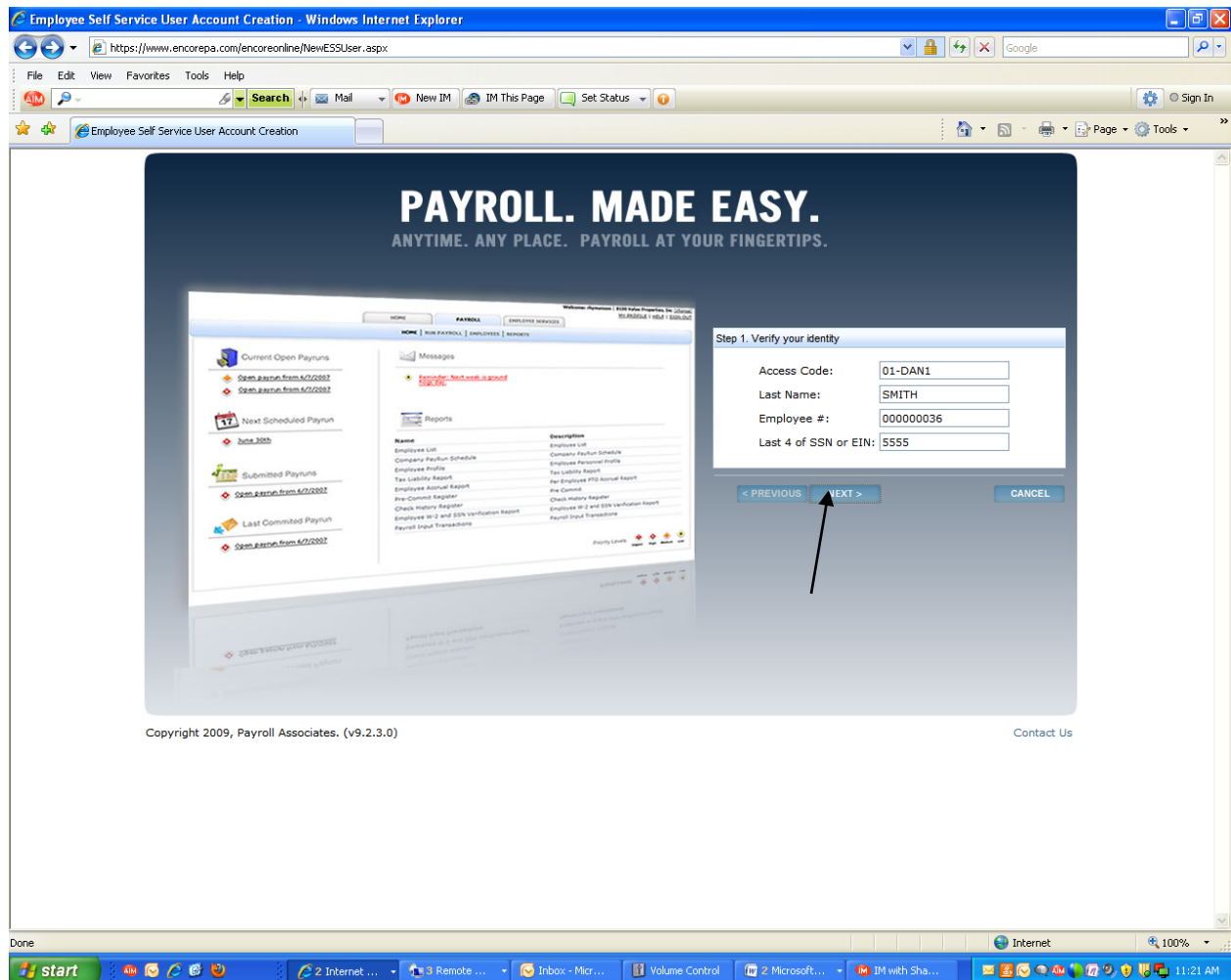
2. Access Code- 5751-5986
3. Last Name
4. Employee #- You can find your employee # on your check stub
5. Last 4 of SSN or EIN (if you're a 1099)
6. Click on Next

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Step 2. Create your user account

Welcome ADRIENN SMITH (I'm not ADRIENN SMITH)
Please provide your desired username and password which
you will use to access Encore Online. Please note that
passwords be between 8-20 characters and must adhere to
our requirements of at least 1 capital letter, 1 lowercase letter,
1 digit and 1 special character.

Username: ADRIENNSMITH
Password: ●●●●●●●●
Confirm Password: ●●●●●●●●
Email: ebiase@paychoice.com
Confirm Email: ebiase@paychoice.com

This question and answer below will be utilized to reset your
user account's password in the instance of you forgetting the
current password on your account.

Select a security question:
What street did you grow up on?
Answer: Encore

< PREVIOUS   NEXT >   CANCEL

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1. You will set up your username
2. Password- the password must be between 8-20 characters and must require at least 1 capital letter, 1 lowercase letter, 1 digit, and 1 special character (special character's that the system will allow(!,@,#,$,%,&)
3. Email
4. Confirm Email
5. Select security question
6. Click on Next
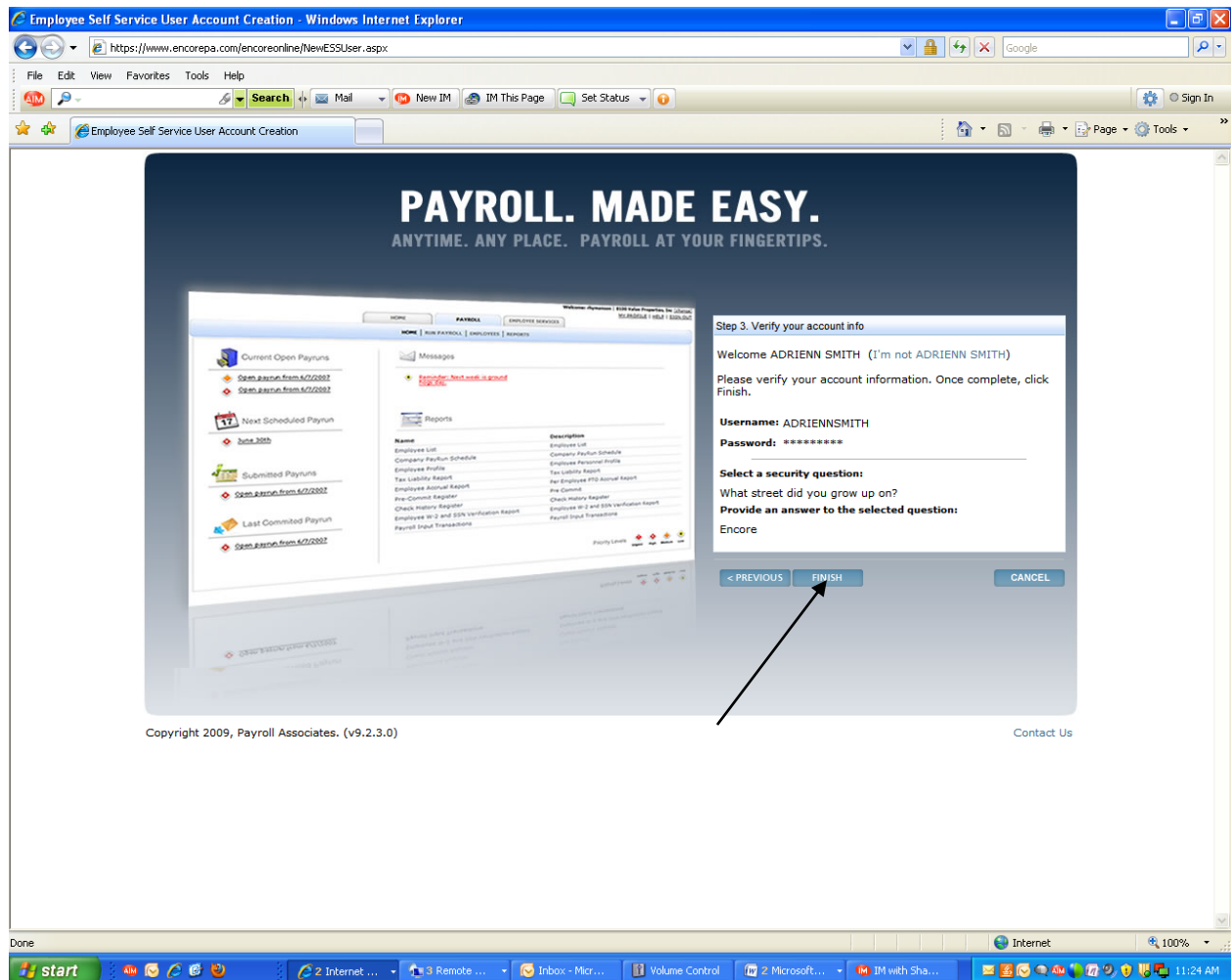
1. The last page is confirming your account set up. You will click on Finish
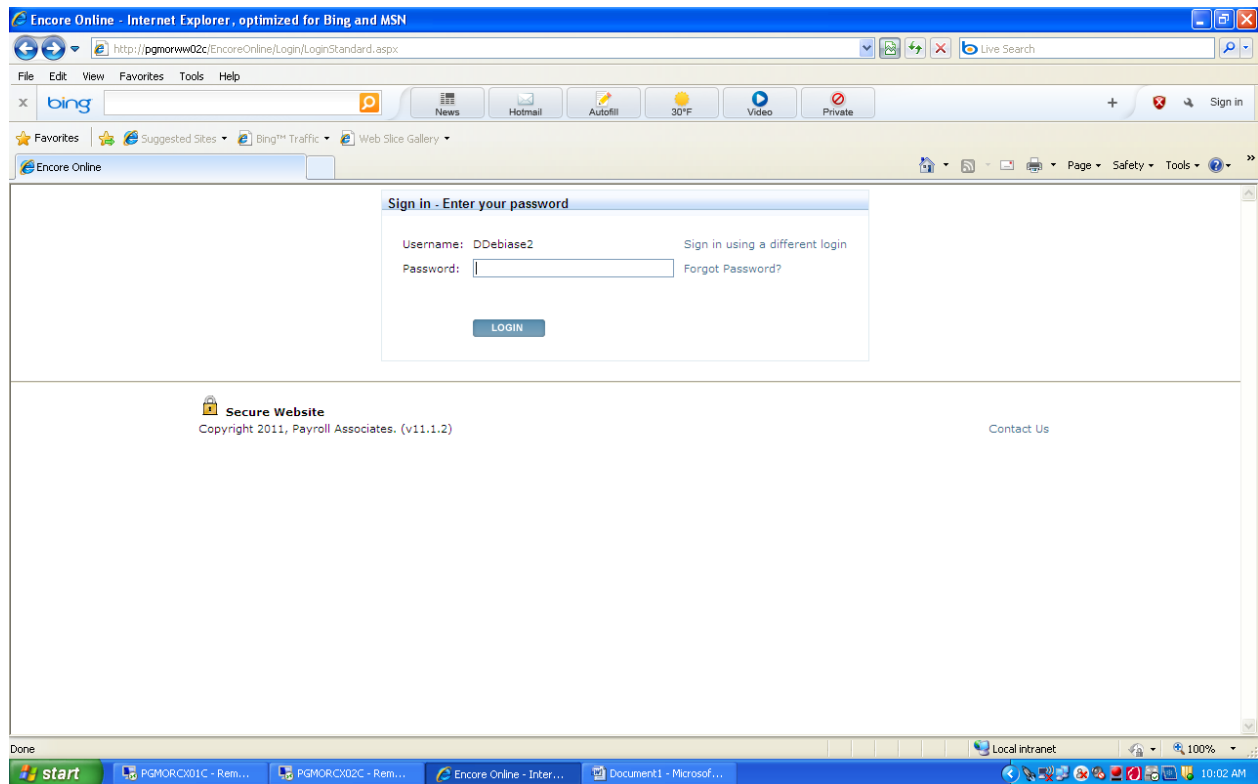
   Please note   - If you click on finish and the screen does not upload, you have used a Character in your password that the system does not accept. IE *, ^, (,)
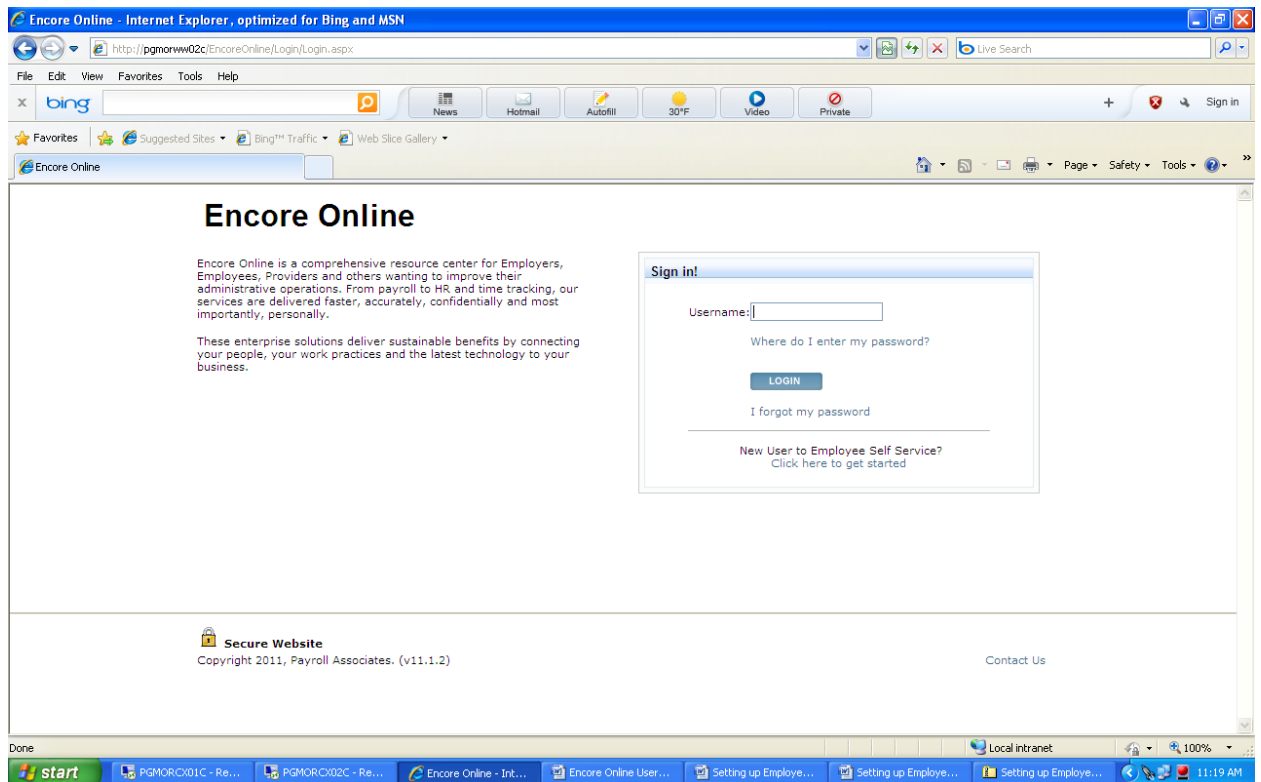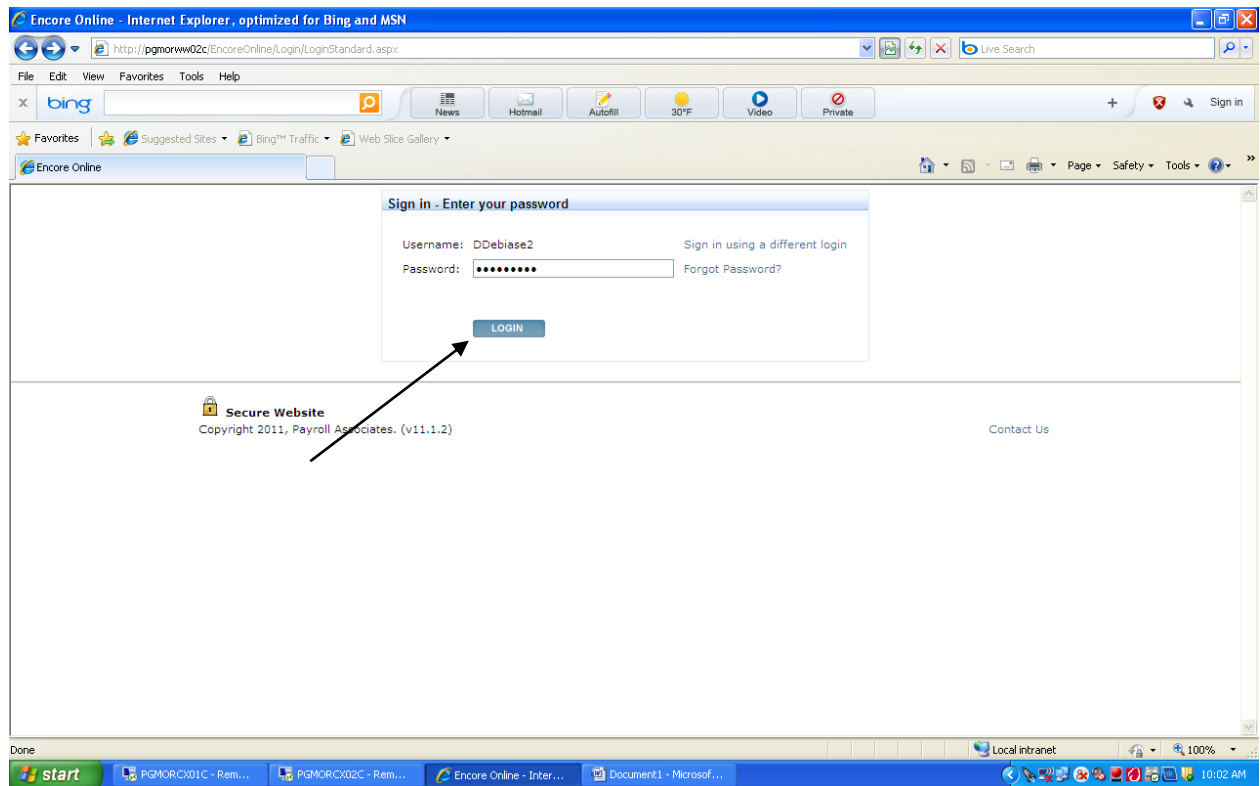
Once you have finished setting up your Employee Self Service account you will be brought back to the home page.
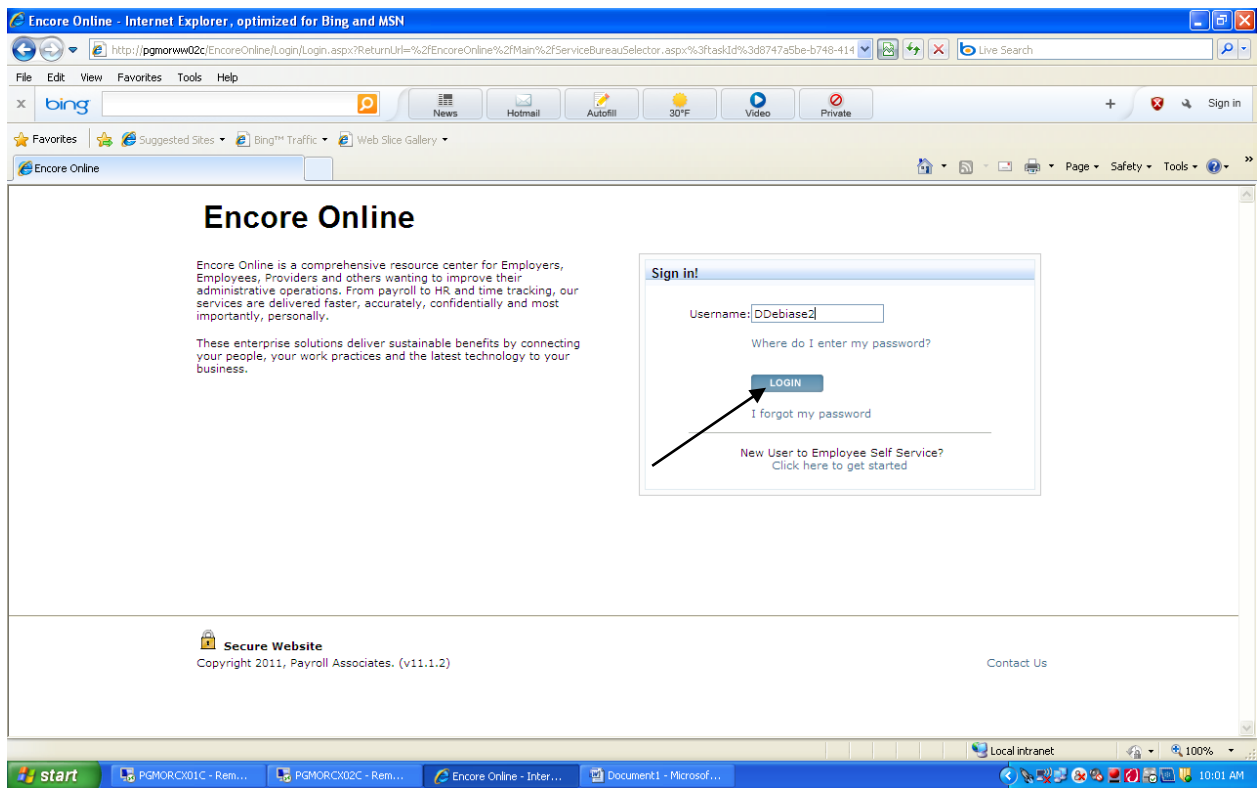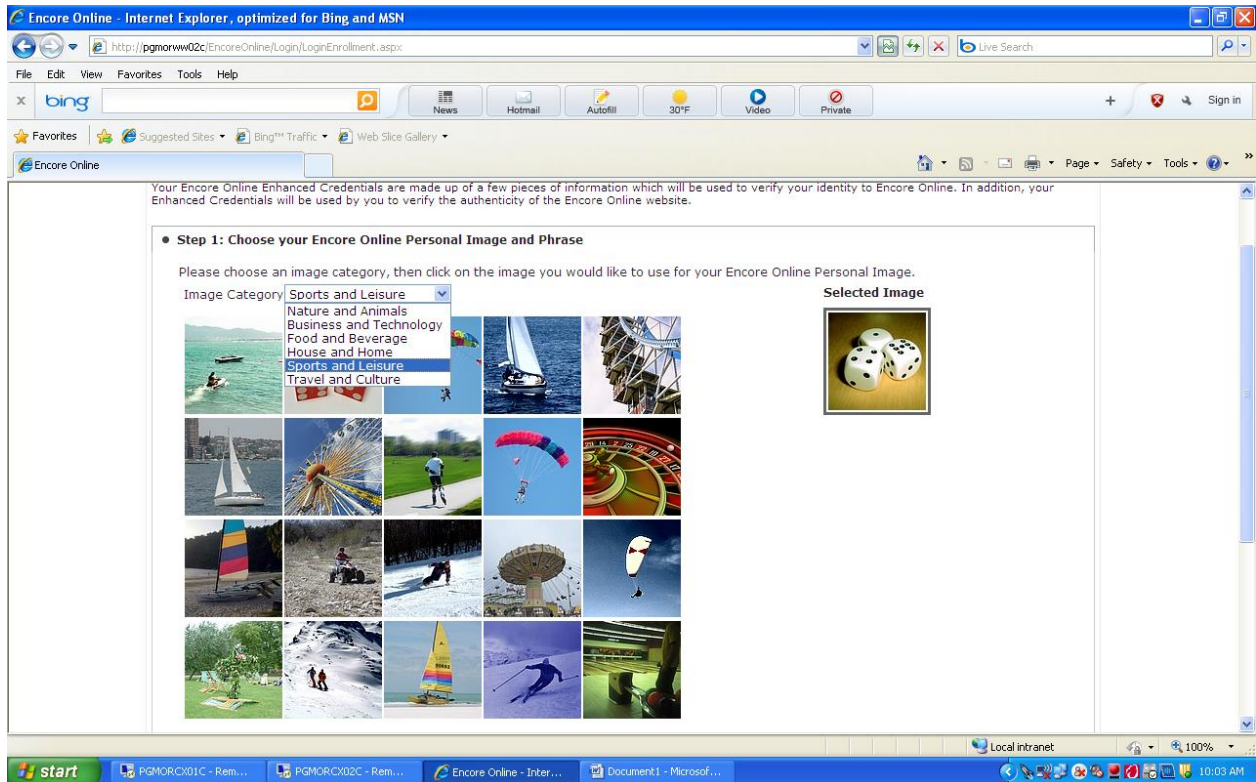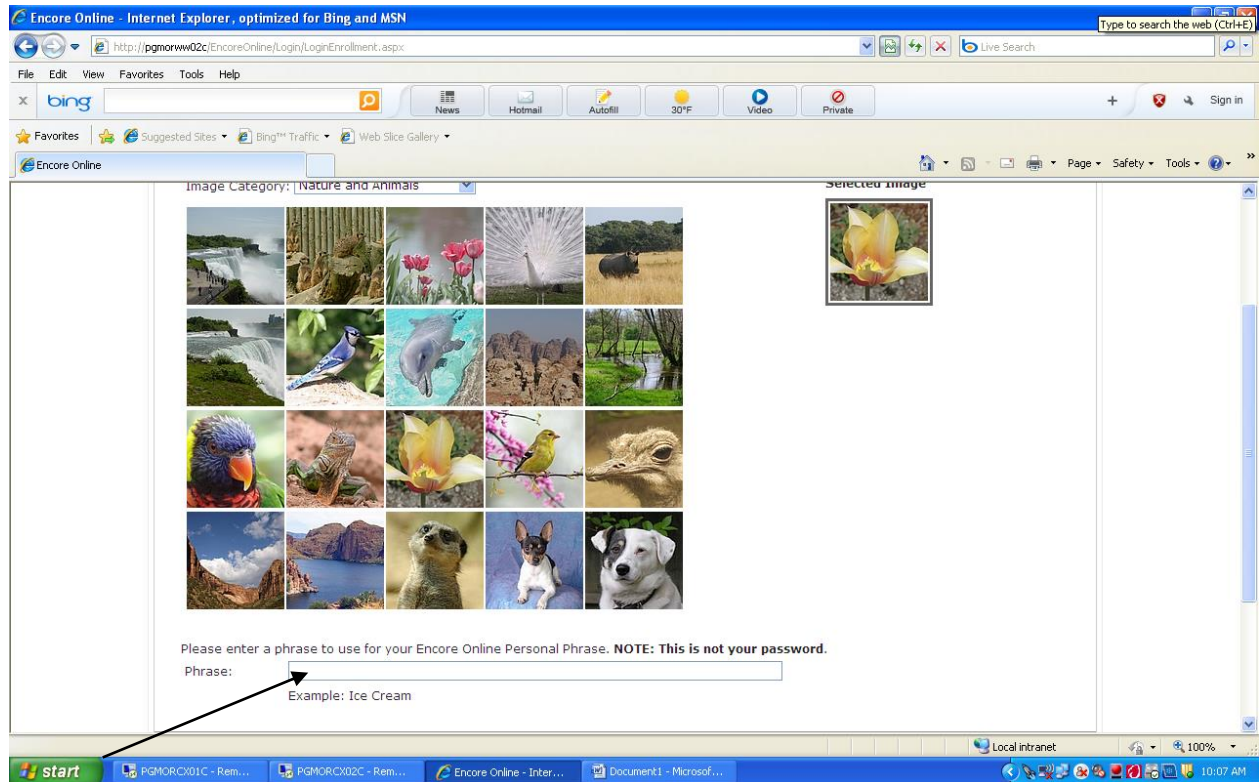
1. Click on "login"

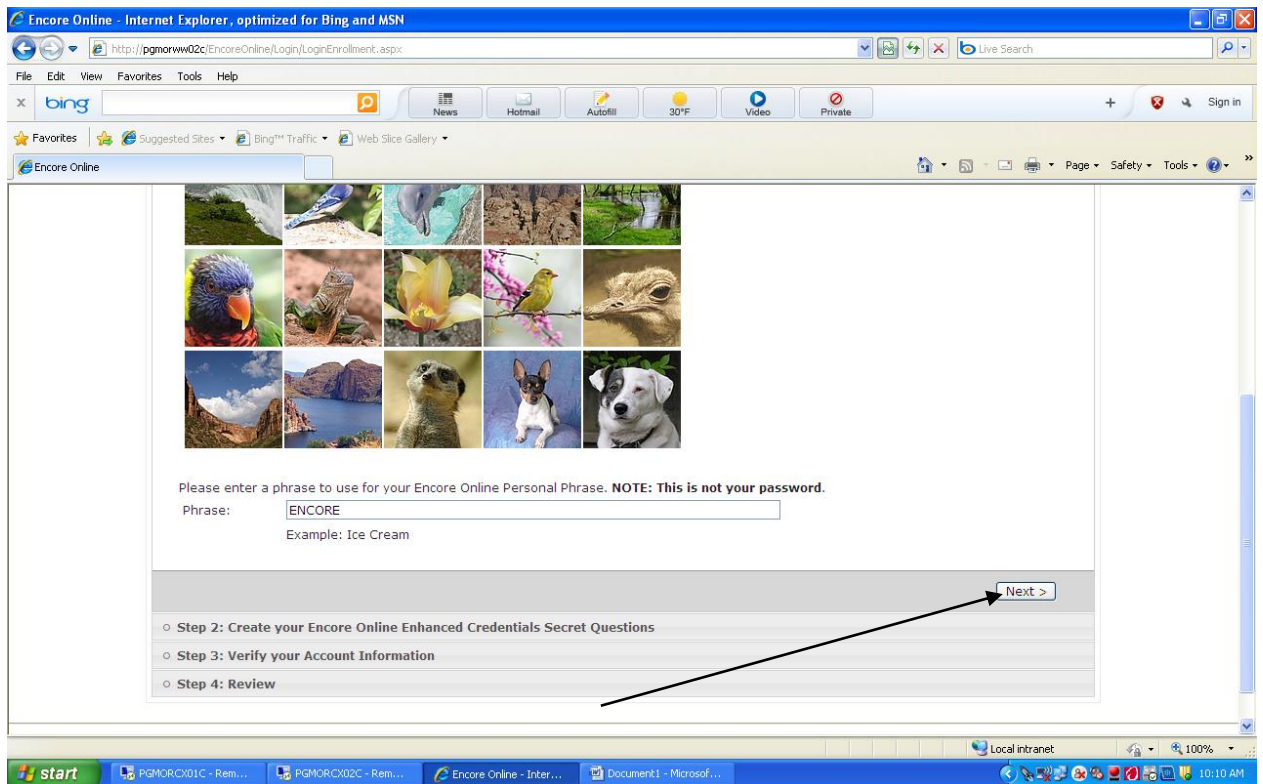1. Enter your password

1. Click on LOGIN

1. You can choose from numerous online personal images
2. Select the image you would like to use for your Encore Online Personal Image.
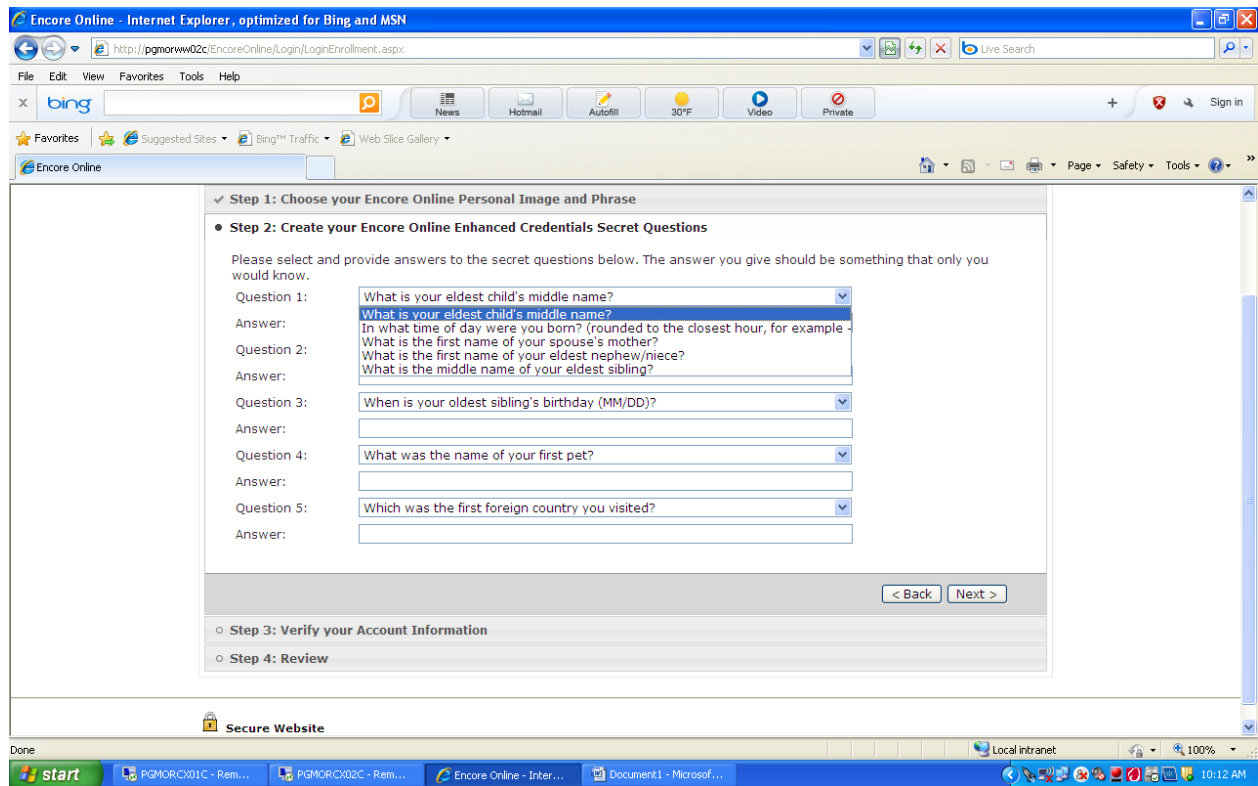
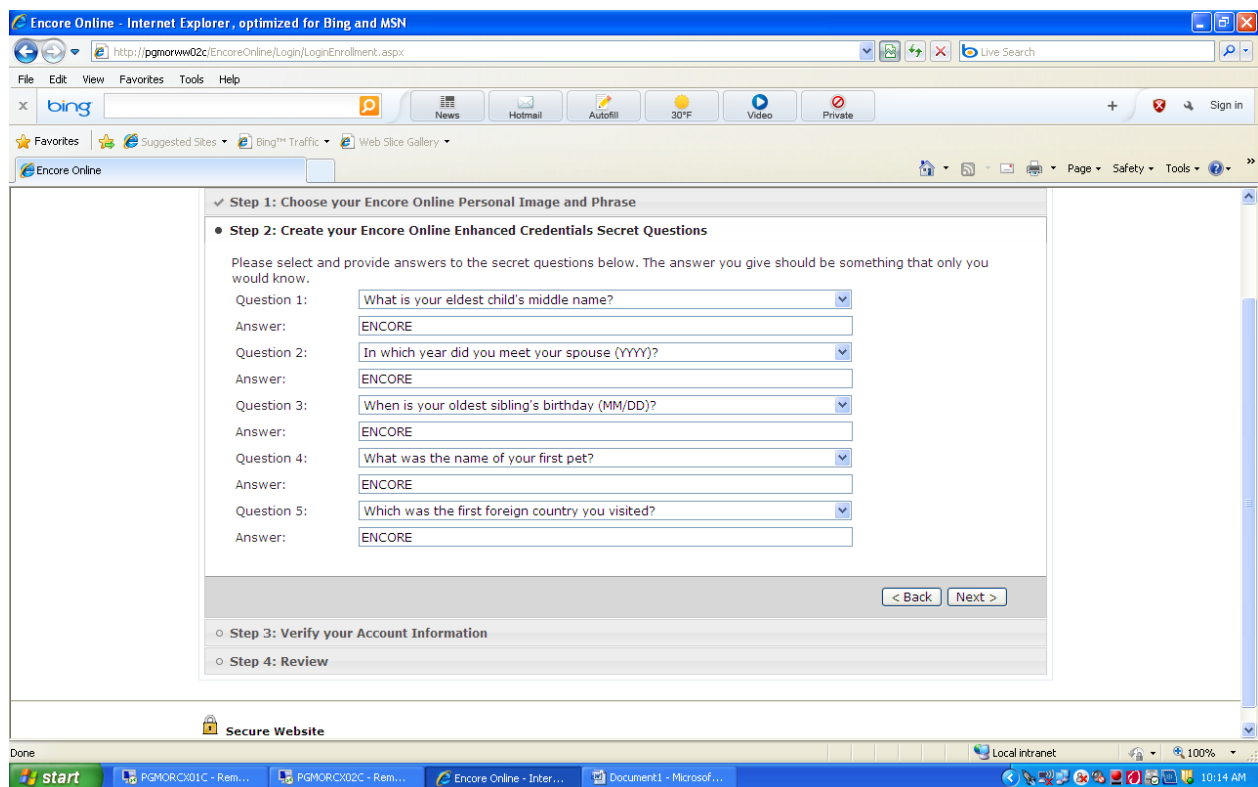1.   Once you select your personal image, you will select a personal Phrase.

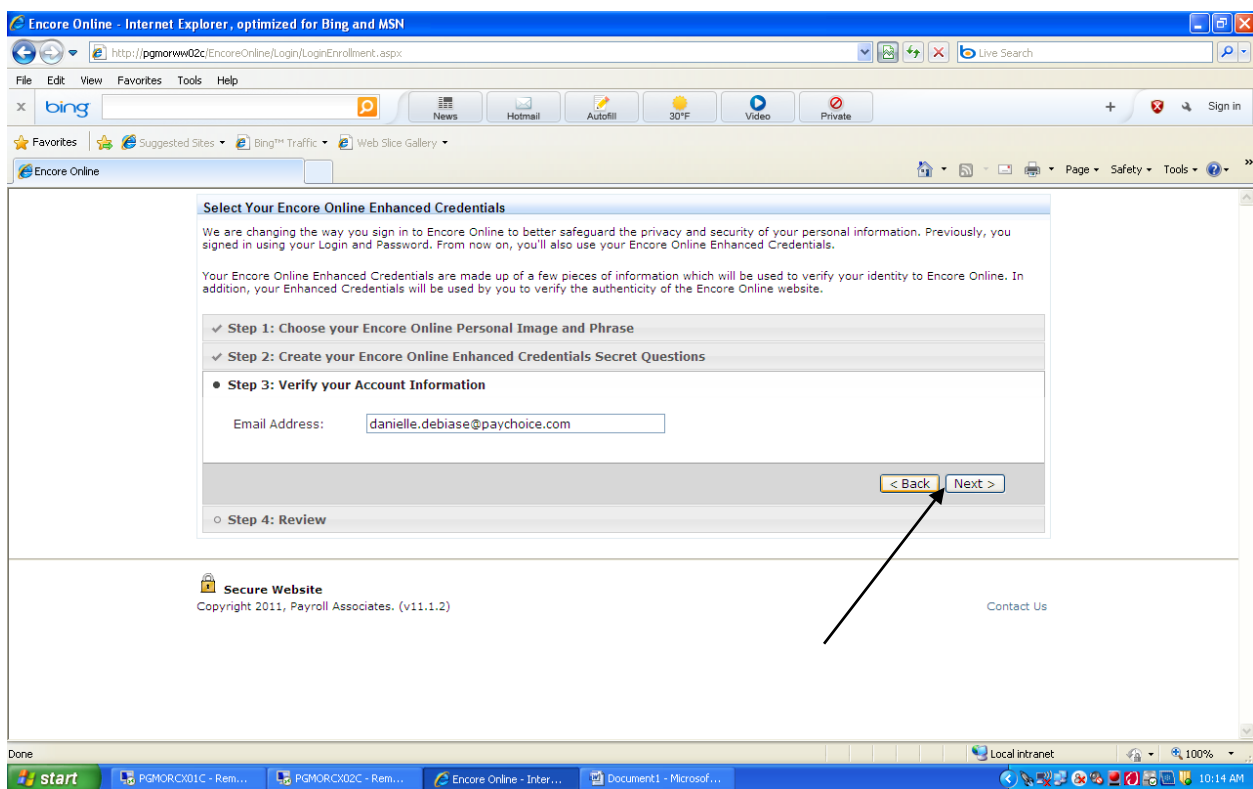Please Note : THIS IS NOT YOUR PASSWORD

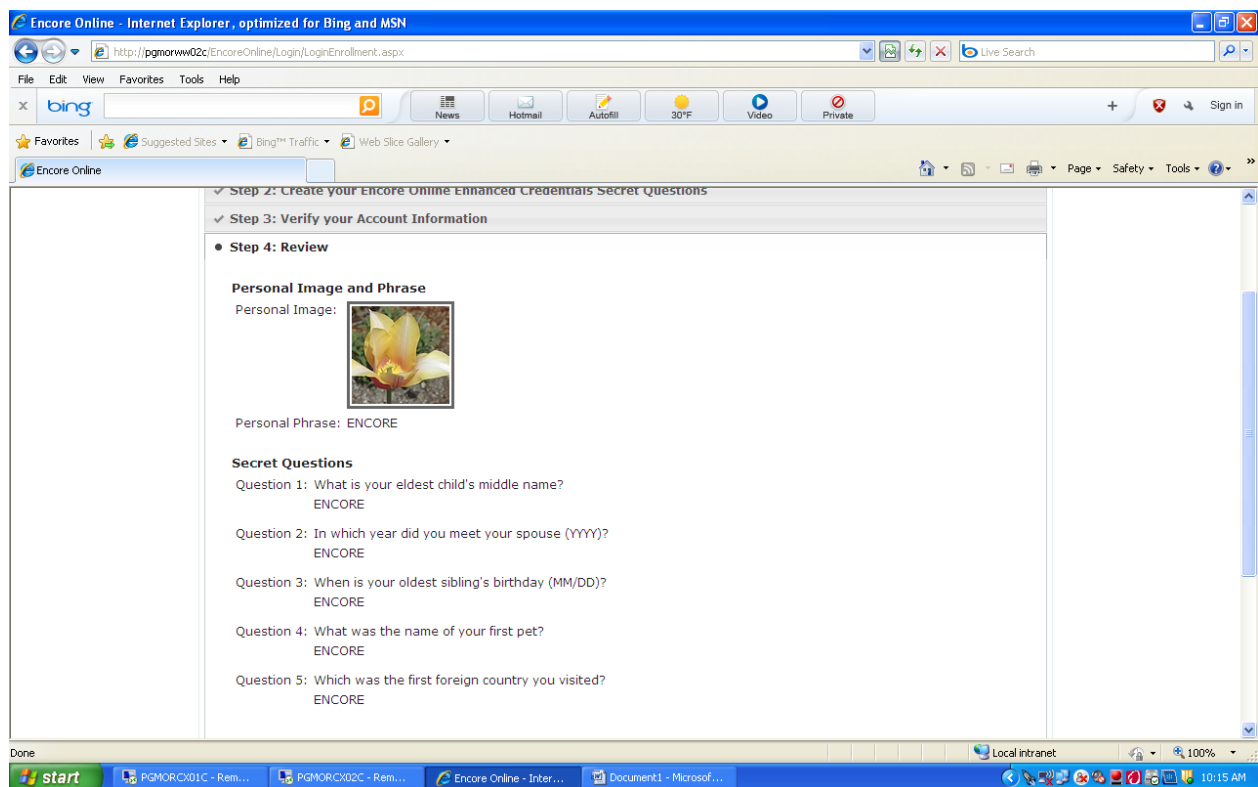2. Once you enter your personal image you will select "next"

1. You will select from a list of security questions
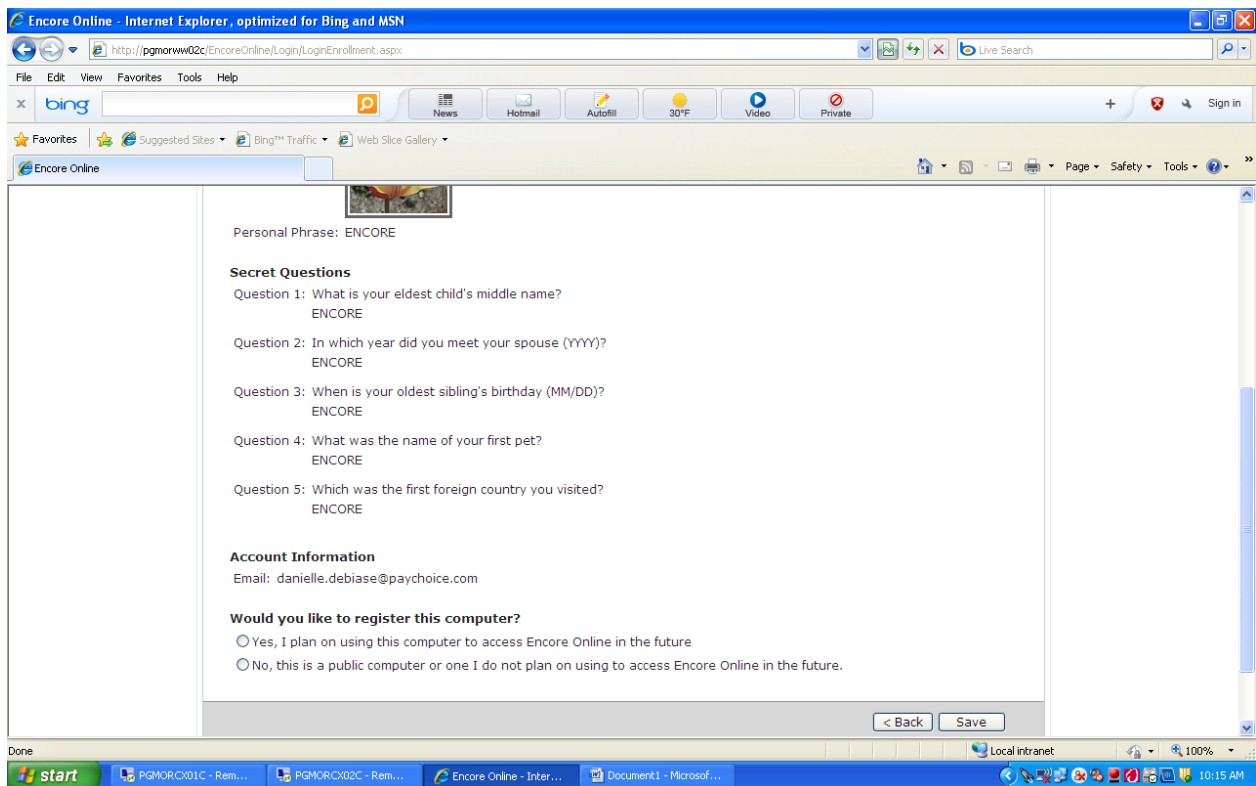2. And you will enter the Answers to the security questions
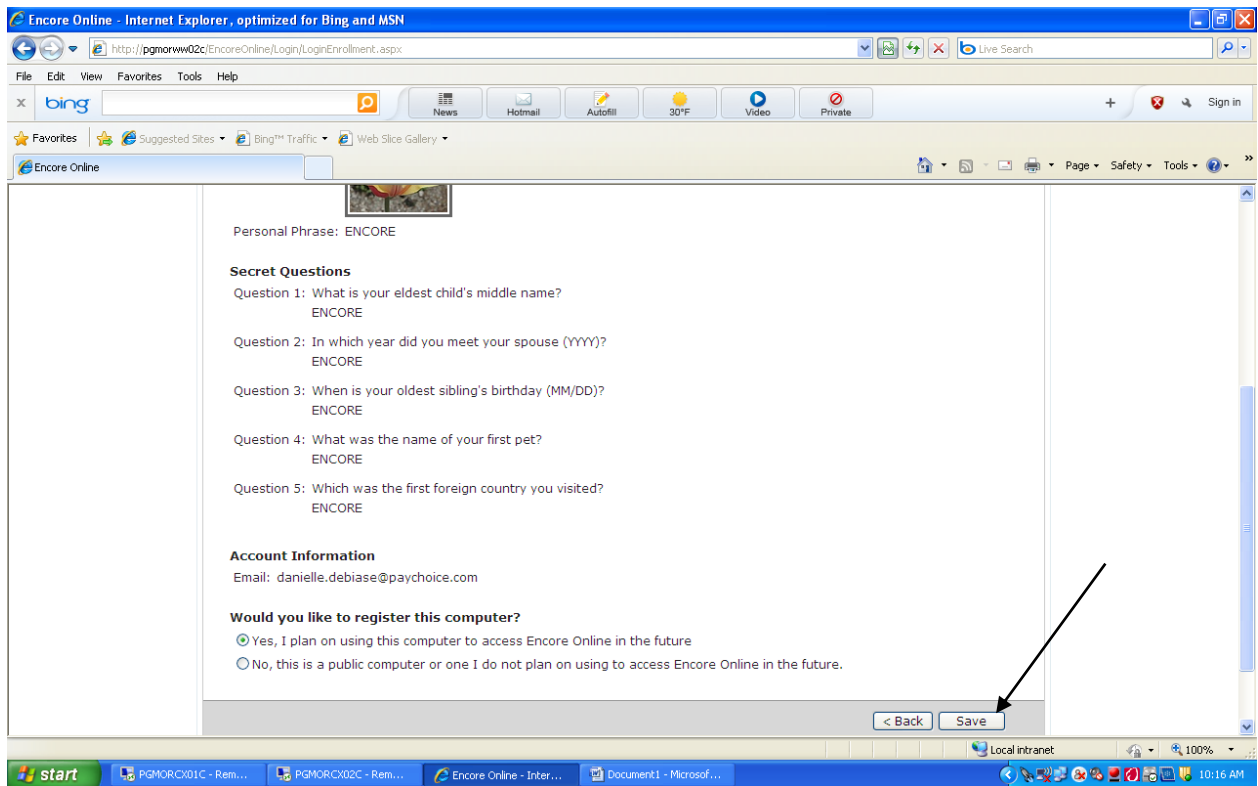
1. You will click on Next

1. You will be asked to verify your account information
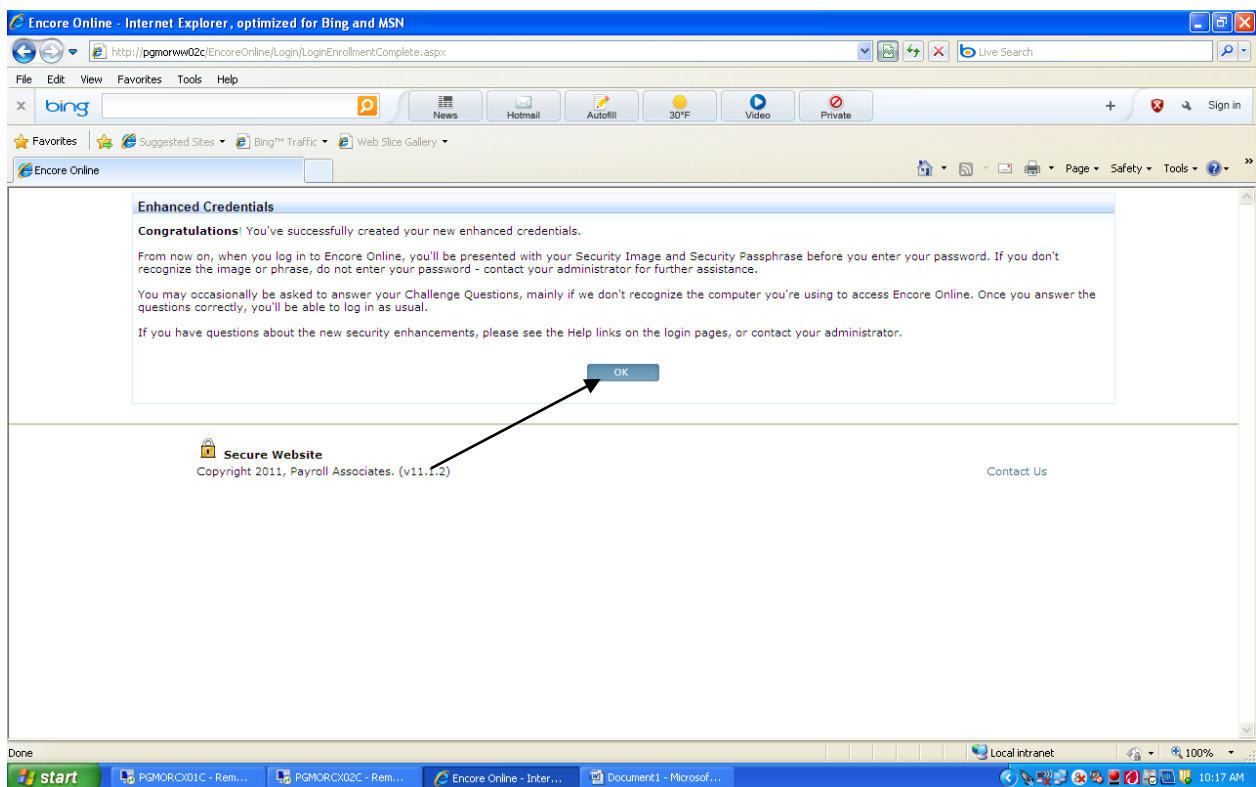   a. Once you have, you will click on Next

1. You will review your personal image and phrases

Personal Phrase: ENCORE

Secret Questions

Question 1: What is your eldest child's middle name?
ENCORE

Question 2: In which year did you meet your spouse (YYYY)?
ENCORE

Question 3: When is your oldest sibling's birthday (MM/DD)?
ENCORE

Question 4: What was the name of your first pet?
ENCORE

Question 5: Which was the first foreign country you visited?
ENCORE

Account Information
Email: danielle.debiase@paychoice.com

Would you like to register this computer?

○ Yes, I plan on using this computer to access Encore Online in the future

○ No, this is a public computer or one I do not plan on using to access Encore Online in the future.
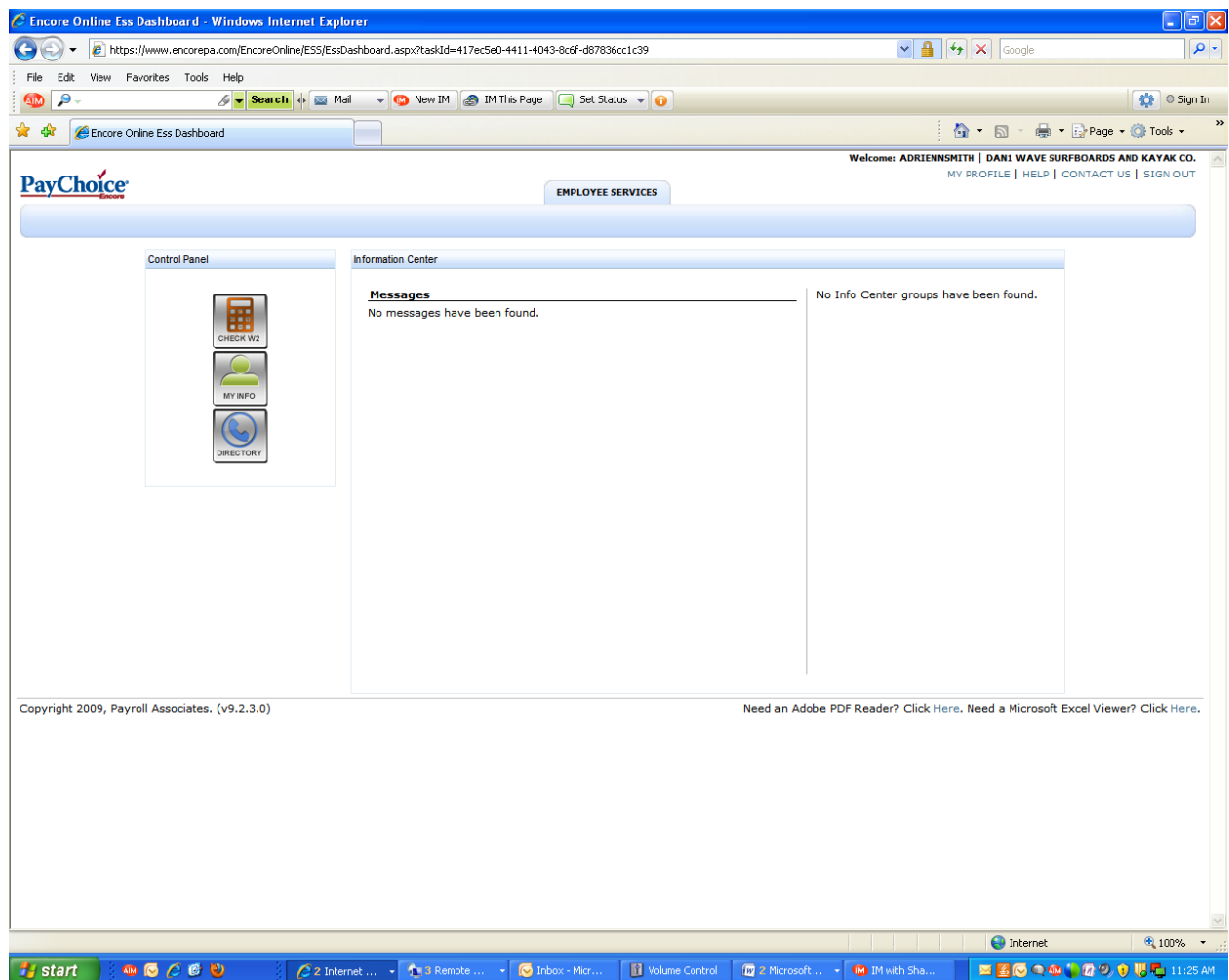
[< Back] [Save]

1. You will select if you want to register this computer or if this is a public computer and you do not plan on accessing Encore Online from this computer in the future.

15. You will click on Save

1. Once you have completed the enrollment- you will click on OK

1. Once you click on OK, you will be brought to the employee service page.