HOW TO

ENROLL IN **MY PAYENTRY**®

Payentry®

Creating a New My Payentry® Account

To create an account on My Payentry®, your administrator must first enable your access. After your administrator enables your access, you will receive an email with a link that you need in order to create your login credentials.

There are a few steps involved in signing into My Payentry® for the first time because that is when you are asked to set up security for your account. In order to protect your information, you are asked to set up two-factor authentication and save backup recovery codes during account creation.

There are four steps required to create your account:
Step 1: Create Your Account
**Step 2: Secure Your Account (Select Your Authentication Method)**
Step 3: Secure Your Account (Enter Security Code)
Step 4: Backup Recovery Codes

Important: The website times out after 20 minutes of inactivity. If you step away or lose a session while signing up, you may sign back in and resume from the point that you left off - as long as you have gotten past Step 1: Create Your Account page and created a username and password.

Step 1: Create Your Account

1. Go to your email and open a message from no-reply@payentry.com titled "Welcome To My Payentry®".
   Note: The email will most likely be the one that your employer has on record for you or your work email.

2. Click on the Accept Invitation button inside the email, your default internet browser opens to the Create Your Account page. This is a unique link, do not share it with anyone else.
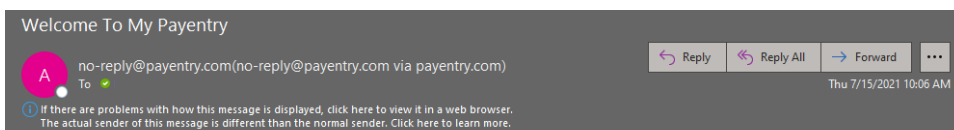
3. Enter an Email Address - we recommend using a personal email address, so that in the event you leave your company – and no longer have access to your company email account – you do not have a lapse in access to your personal employment information in case you need to reset your password or two-factor authentication. **Your email address will also be your username.**

4. Enter your **First** and **Last Name** as they appear on your employee record.

5. Enter a **Phone Number** where you would like to receive authentication codes.

6. Enter a **Password**. Make sure that the Password Strength meter shows at least 'Strong' as an indicator, never settle for anything less to avoid future security issues. For tips on how to create a strong password click on the Secure Password Tips link.
Note: We recommend that you use a mix of these characters: uppercase letters (A), lowercase letters (b), numbers (9), symbols (#) ; and have a password that is at least 14 characters long.
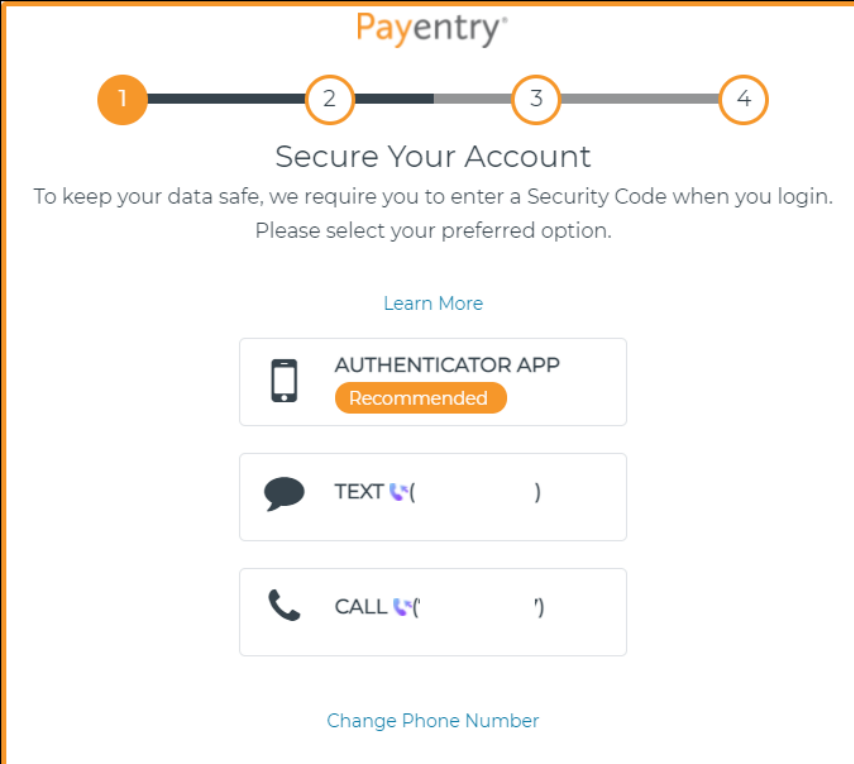
Secure Password Tips

- Consider using a password manager program to keep track of your passwords, and to use a randomly generated password.
- The password should be as long as possible, never just default to the minimum length.
- Never reuse a password. Every online account should have a different password.
- Do not use passwords that are based on personal information that can be easily accessed or guessed.
- Use a mix of characters (upper-case, lower-case, numbers, and symbols).
- Avoid common substitutions ("P@55w0rd" is not more secure than "Password").
- Do not use single words that can be found in any dictionary of any language.

7. Double check all your information and then click **Continue**.

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Step 2: Secure Your Account

Two-Factor Authentication provides an extra layer of security for your account to keep your personal information safe. It requires you to enter a Security Code in addition to your username and password when you sign in to make sure only you can access your account.

8. Select a two-factor authentication method to use to receive your Security Codes. There are three authentication methods to choose from:

- **Authenticator App** - TOTP (Time-based One-Time Password) apps such as: Authy, Google Authenticator, or Microsoft Authenticator generate a random Security Code every 30 seconds. Authentication apps are the most secure Two-Factor option and do not require cell service to work. *This is the recommended authentication method.*

- **Text** - Security Codes are sent by text message to your phone. This method is dependent on your cellphone provider and 3rd party services to deliver your Security Code. Messaging rates may apply.

- **Call** - Security Codes are sent by a phone call during which an automated voice recites the Security Code to you. This method is dependent on your phone provider and 3rd party services to deliver your Security Code.

Step 3: Secure Your Account (Enter Security Code)

9. Enter the Security Code you will have received using the authentication method selected. See examples of each type below:

- **Authenticator App** - Scan the QR Code shown on the screen using your Authenticator App. Then, enter the Security Code provided in the field.

Note: This image is provided for demonstration purposes only.

- **Text** - Security Codes are sent by text message to your phone. This method is dependent on your cellphone provider and 3rd party services to deliver your Security Code. Messaging rates may apply.

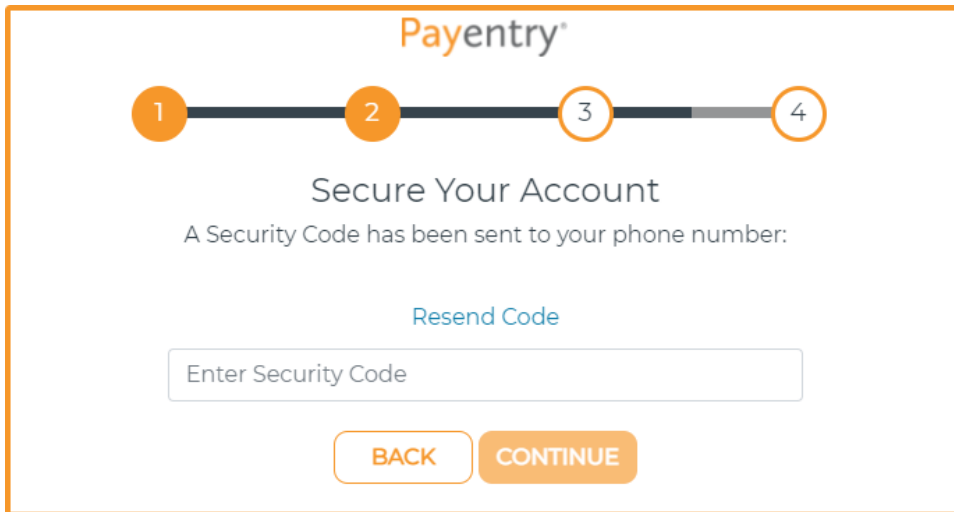- **Call** - Security Codes are sent by a phone call during which an automated voice recites the Security Code to you. This method is dependent on your phone provider and 3rd party services to deliver your Security Code.

10. Click **Continue** after you enter the Security Code to continue on to the final step.

Step 4: Backup Recovery Codes

If you lose access to your phone or get a new phone number, you will need one of these one-time-use Recovery Codes to access your Payentry account.

Keep these recovery codes somewhere safe but accessible.

11. Select to either **Copy, Save,** or **Print** your Recovery Codes.
- **Copy** - This will copy the codes to your clipboard. Paste them into Word or Notepad. Save this file in a secure, password protected folder.
- **Save** - The codes will download in a Text Document to your computer's designated Downloads folder under the name 'payentry-recovery-codes'. Please make sure to move the document to a more secure location on your computer, preferably a password protected folder.
- **Print** - This will open the Print dialog for your computer. Once you print the page, please make sure to keep it in a secure location.

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Backup Recovery Codes

In the event you cannot receive a Two-Factor Security Code because you lost your phone or get a new phone number, you will need one of these one-time use Recovery Codes to access your Payentry account.

Keep these recovery codes somewhere safe but accessible.

74564-44960	95137-60769
08799-63600	11988-64455
34560-65243	21203-65942
20185-66522	54104-67119
05706-67742	19303-68414

0 of 10 Recovery codes used as of **9/7/2021**

📋 Copy   ⬇ Save   🖨 Print

☐ I confirm that I have written down, printed, or saved these recovery codes for future use.

CONTINUE

12. Next, **check the box** to to verify that you have saved the Recovery Codes in some fashion. The Continue button will only become enabled once you have checked this box.
13. Click **Continue**.

If you have created your new account with the same email address that the initial email invitation was sent to, **you are all set!** You may now proceed to My Payentry® to login.

However, if you used a new email address to create your account, please proceed to the next section to Confirm Your Email Address.

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Confirm Your Email Address

If you have decided to connect a new email address to your My Payentry® account, you will be required to confirm that email once you have reached the last step in the account creation process (or if at any point you lost your session or had to step away before accessing your account).
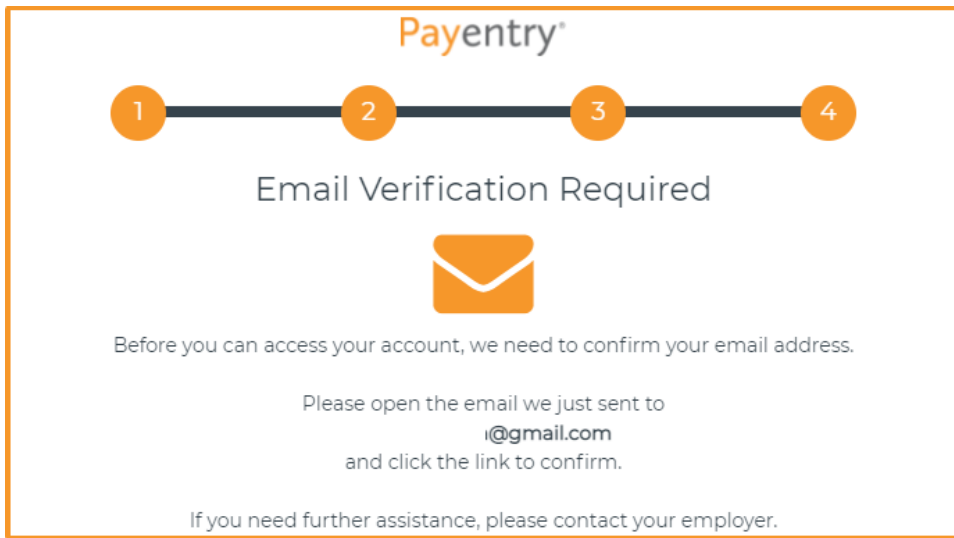
Please open the email that you received and click the button to **Confirm Email**.
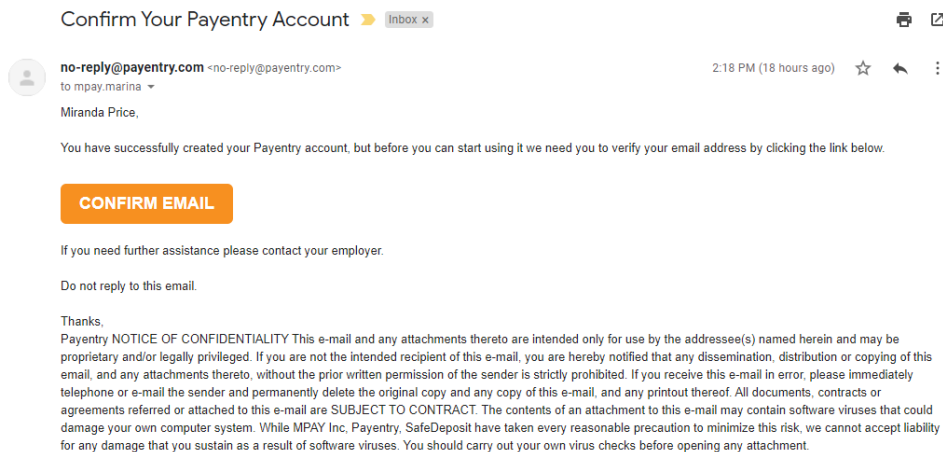
Once you have confirmed your email, **you are all set!** You may now proceed to My Payentry® to login.