



How to Register for *Paycor*

It is important to be checking your paystubs regularly. This helps ensure the accuracy of taxes, benefit deductions, etc. You can also use the *Paycor* self-service to change person information

Here is what you will need:

1. A valid *personal* email address
 - a. *Paycor* will send you a verification code to complete registration.
2. Access to a smartphone or a web browser on another device.
3. Go to www.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
 - a. You may be asked to provide your social security number and birth date.

[Your access code is: 120412](#)

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
 - a. 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 Tailored Management's HR team.
 - a. *HR Hotline* → (614) 927-0400
 - b. *HR Email* → hr@tailoredmanagement.com