

Log Into My Payentry for the First Time

To create an account on My Payentry, your administrator must first activate your account in Payentry.

Note: For more information for administrators, see [Enable My Payentry Access for a Single Employee](#) and [Update Multiple Employees' Portal Access..](#)

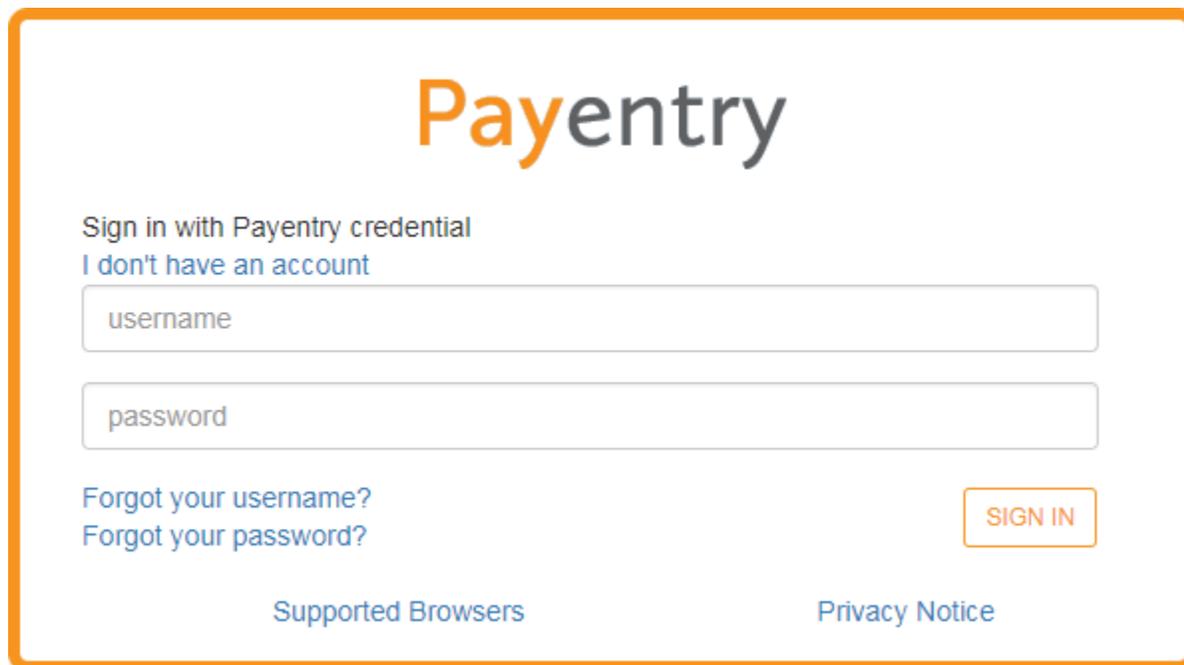
After your administrator configures your account in Payentry for My Payentry, you receive a special link code that you need to create your log in credentials.

There are a few steps involved in logging 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 security questions and two-factor authentication.

If you received an email to help you get started skip to # 3.

Step 1: Create an account.

1. Go to **My Payentry** using the following link: <https://my.payentry.com>
2. Click on the **I don't have an account** link.



Payentry

Sign in with Payentry credential
[I don't have an account](#)

username

password

[Forgot your username?](#)
[Forgot your password?](#)

[SIGN IN](#)

[Supported Browsers](#) [Privacy Notice](#)

3. Enter information into the screen; **Link Code** is a special code that you should have received from your administrator. Use your home address zip code instead of your work's. As well as a personal email, so you may have access to My Payentry even if you decide to leave the company in the future.

Note: Your password must be at least one: uppercase letter (A B), lowercase letter (a b), number (1-9), symbol (! @ #) ; and be at least 8 characters long.

Create a new account.

Username

Full Name

Email

Confirm Email

Password

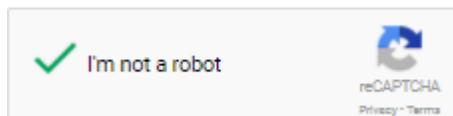
Confirm password

Link Code

Zip Code

I'm not a robot  reCAPTCHA
Privacy - Terms

4. Check off the **I'm not a robot** to prove you're not a machine. You may also be asked to identify a series of images.



5. Click **Register**. My Payentry sends an Account Creation Confirmation to your email.

Account Creation Confirmation

Your account has been created.

An email has been sent to the address specified to confirm the address.

Please open the email and click on the link to confirm your email address and complete your account registration.

Step 2: Confirm your email.

6. Go to the email associated with your account and open the email from My Payentry.

Note: The email confirmation expires after 24 hours and you receive an error message if you attempt to use the link after that time frame. However, you can still log in to My Payentry and can request a new email confirmation.

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 communication.

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

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.

7. Click the link in the confirmation email, you are taken to the **Confirm Email** page.

Confirm Email

Confirm Email.

Thank you for confirming your email.

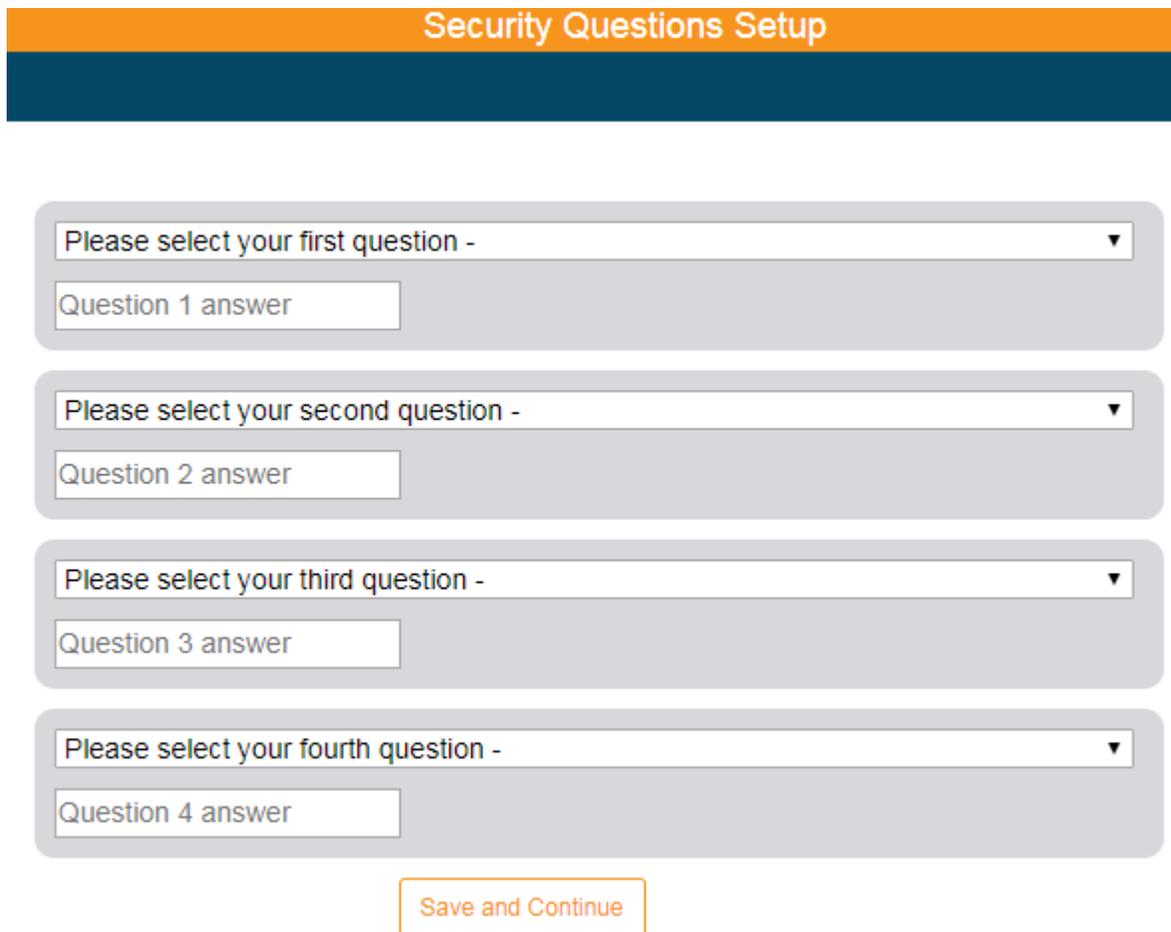
Please [Click here to Log in](#).

8. Click on the link: **Click here to Log In**.
 9. Log in using your username and password to proceed to Step 3:
 1. [Configure Security Questions for your Account](#) and
 2. [Set Up Two-Factor Authentication for Your Account](#).
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Configure Security Questions for your Account

After you have created your account you are able to log into the My Payentry portal. When you do so for the first time, you are prompted to configure security questions and two-factor authentication.

1. **Sign In** to your My Payentry account, you are asked to setup your security questions.



The screenshot shows a 'Security Questions Setup' form with a dark blue header and an orange bar. Below the header are four identical sections, each containing a drop-down menu for selecting a question and a text input field for the answer. The questions are labeled 'Question 1' through 'Question 4'. At the bottom of the form is a 'Save and Continue' button.

Security Questions Setup

Please select your first question -
Question 1 answer

Please select your second question -
Question 2 answer

Please select your third question -
Question 3 answer

Please select your fourth question -
Question 4 answer

Save and Continue

2. Select a **question** from each of the four drop-down menus and input **answers**. Make sure to remember exactly how you've answered each question because these questions and their answers are used to recover lost passwords and authenticating your identity as a user.

Note: The answers to each question must have more than 5 characters. Capitalization is ignored when the system tests the answers to security questions, but spacing and special characters must be included exactly as typed.

3. When you are satisfied with your answers, click **Save and Continue**.

You are asked to [Set Up Two-Factor Authentication for Your Account](#).

Set Up Two-Factor Authentication for Your Account

The two-factor authentication determines the method by which you validate your identity in the My Payentry system. Through one of three methods, you receive an authentication code that you input every time you log into My Payentry in addition to your username and password. This is for added security.

- 1. Choose your **primary authentication method**. You can choose to authenticate yourself through one of three methods:

TWO-FACTOR AUTHENTICATION SETUP

PRIMARY METHOD
No primary method

Smartphone Application
 Text Message
 Voice Call

Use the application of your choice, scan QR code below


Google
Authenticator


Authy


Toopher



Enter the verification code generated by the application

SECONDARY METHOD
Current Backup Numbers
No backup methods numbers display

Text SMS **Voice Call**


Phone number


Ext

Ext. may consist of 0,9,*,# or +

Note: You cannot use the Smartphone Application method as your secondary method.

- **Smartphone Application**—This method uses an external authentication application such as Google Authenticator or Toofer that you download onto your smart device. These applications display a temporary code that you enter into My Payentry. To activate this method:

1. Download the application to your phone.
2. Scan the displayed QR code.
3. Enter the code displayed on your phone into the Enter Code box.
4. Click **Validate Code**.

If you choose to use this method of authentication, proceed to the next numbered step.

- **Text Message**—This method sends a text message with your authentication code to your phone at the number you specify.

To activate this method:

1. Select **Text Message**.
2. Enter your phone number into the upper box.
3. Click **Send Code**.
4. Enter the code you received from the text message into the second box.
5. Click **Validate Code**.

If you choose to use this method of authentication, proceed to the next numbered step.

- **Voice Call**—This method calls a phone number you specified with an automated message that reads your authentication code. To activate this method:

1. Select **Voice Call**.
2. Enter your phone number into the upper box, including the extension if necessary.
3. Click **Send Code**.
4. Enter the code you received into the second box.
5. Click **Validate Code**.

If you choose to use this method of authentication, proceed to the next numbered step.

2. *Highly Recommended.* Enter a secondary authentication method that My Payentry can use in the event that your primary number is unavailable. To do so:

1. Select either **Text SMS** or **Voice Call** in the Secondary Method section.
2. Enter the phone number to use.

3. Click **Send Code**.
4. Enter the code you receive.
5. Click **Validate Code**.

Note: It is highly recommended to set the secondary authentication method in case you lose or replace your device or can't access your primary authentication method. If you choose not to set up backup phone numbers at this point, you can do so at any time by navigating to the Two-Factor Authentication setup page under Settings. For more information, see [My Settings](#).

3. Click **Next**.

The final step is to activate your company link, meaning you connect your account with your companies. See: [Link Your Company to Your Account](#).

Link Your Company to Your Account

1. Choose whether to send your activation code to your email or phone.

The screenshot shows a web form titled "Payentry Activate Company Link". The form is divided into two main sections. The top section, titled "The final step is to activate your company link. To complete the last step, we will send you the company link activation code.", asks the user to "Please choose the method you would like to receive the activation code:". There are two radio button options: "Email to m*****h@paytime.com" and "Text to". Below the "Text to" option is a text input field labeled "Number" and a "SEND CODE" button. The bottom section, titled "Enter the activation code you received", contains a text input field labeled "Activation Code" and a "VALIDATE CODE" button. The entire form is enclosed in a light gray box with an orange border.

2. Click **Send Code**, a confirmation message appears if the code has been sent successfully.

The final step is to activate your company link.
To complete the last step, we will send you the company link activation code.

Please choose the method you would like to receive the activation code:

Email to m*****h@paytime.com
 Text to

Number

RESEND CODE The code has been sent successfully.
Click RESEND CODE button to resend code.

3. Retrieve the activation code from the email or text message sent by the application.
4. Enter the **Activation Code** you received in the box.
5. Click **Validate Code**, you are taken the company set up page.

Payentry

Company Setup

Manage all of your existing ESS companies here.

 Bingo Movers    

Add a new company link to your ESS account.

Enter your link code below:
 

6. *Optional.* Click on **Default** next to company name to make it your default company.

You should receive an email confirmation about the successful linking of your company with your account. You are ready to take advantage of all the features My Payentry has to offer. Please see more of this help website to see how to use My Payentry. For information specific to your configuration of My Payentry contact your administrator.
