



PayEntry Tutorial

How to find your paystubs

You will receive an email from PayEntry that looks like this.

Secure | <https://mail.google.com/mail/u/1/#imp/1638df1b1ab1c014>

Google is:important

Gmail

COMPOSE

Welcome To Your Employee Self Service Portal

Inbox x

Inbox (1,417)

Starred

Important

Sent Mail

Drafts (9)

Categories

[Imap]/Drafts

[Imap]/Outbox

[Imap]/Sent

[Imap]/Trash (25)

Draftbox

Personal

Kyle +

no-reply@payentry.com
to me
05/23/2018

Welcome Kyle Beierlein,

If you have used PayEntry before, click **THIS** link

If you are a first time user, click **THIS** link

You have been invited to the Payentry ESS (Employee Self Service) portal!
This portal is your one-stop information hub for your tax, insurance, pay history, and benefit information regardless of the company you work for.
Please note that Payentry ESS is device agnostic.

This email is the first of a series of 3 emails that you will receive to complete your Payentry ESS account. This email details STEP ONE.

STEP ONE:
If you already have a Payentry ESS account, click [here](#) to link your Payentry ESS account to Gibson Group Consulting LLC. Use the link code below.
If you do not have a Payentry ESS account, you will need to create one. To do so, click [here](#) and follow the instructions for the first-time login. You will need the link code below.

Gibson Group Consulting LLC Link Code: **XXXXXXXXXX**

Step Two: Confirm your email address. You will get an email with a link to confirm your email address.

Step Three: Company Link Activation - you will get an email/message with an activation code.

For initial login help, please review step by step instructions at http://cbiz.force.com/CBIZAnswers/articles/Client_Reference/Employee-Self-Service-Initial-Login
For information specific to your configuration of Payentry ESS, contact your Human Resources department at tbennett@decisionpathhr.com.

Thank you,
Gibson Group Consulting LLC

Do not reply to this message.

Click here to [Reply](#) or [Forward](#)

No Hangouts contacts [Find someone](#)

0.62 GB (4%) of 15 GB used [Manage](#)

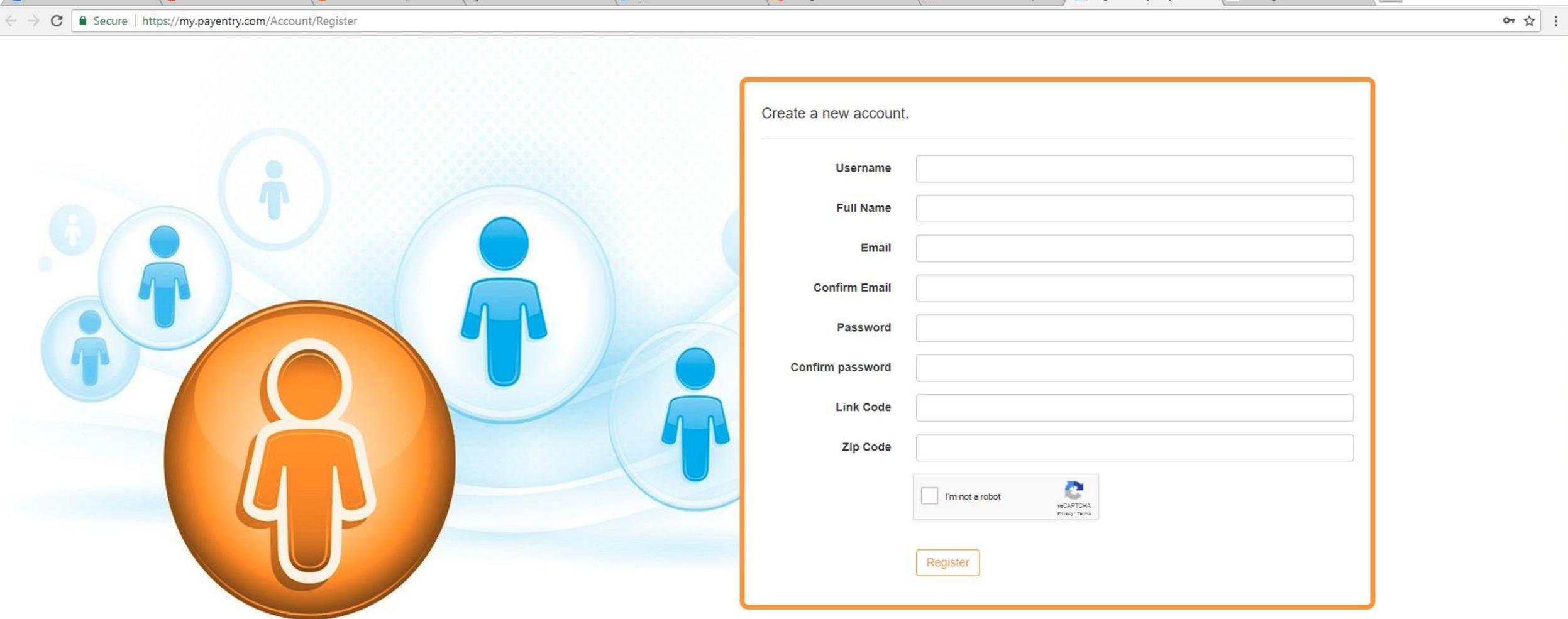
[Terms](#) - [Privacy](#)

The link code you will need in the next step is located **HERE**

For first time users, a window that looks like this will open.

Enter the information that is required for each field. **Be sure to use the zip code for YOUR current home address.**

The “Link Code” can be found in the first email you received from PayEntry (see previous slide).



Secure | https://my.payentry.com/Account/Register

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

Register

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.

Upon creation of your account, this window will open.

- A second email has been sent to you. Follow the directions for the next step in the following slide

This is the second email you receive from PayEntry to confirm your account

Confirm your account



Inbox x



no-reply@payentry.com <no-reply@payentry.com>

to me

5/30/2018

Dear Kyle Beierlein ,

This email is the second email of a series of 3 steps that you will need to complete your Payentry ESS (Employee Self Service) account creation and activation. Please follow steps outlined

Step one: Create your account - This step is completed.

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 company link activation code.

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.

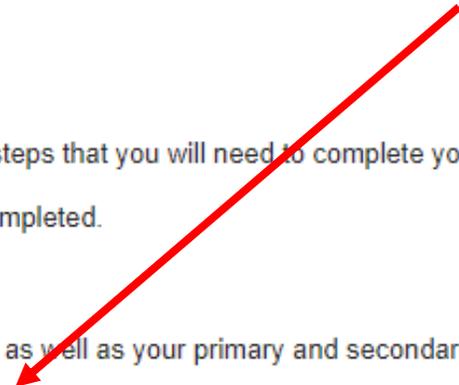
For general information regarding setting up a Payentry ESS account or using Payentry ESS, click [Logging into Payentry ESS for the First Time](#).

For information specific to your configuration of Payentry ESS, contact your Human Resources department.

Thank you.

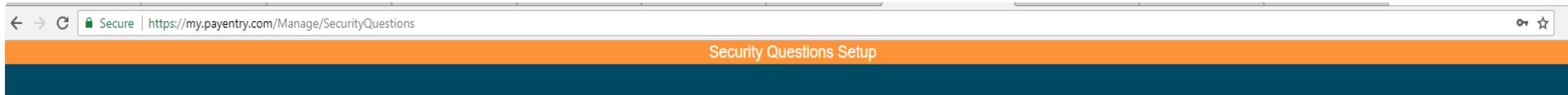
Do not reply to this message.

Click **THIS** link to complete the second step



The link in step two opens a window that looks like this.

- Choose four of the security questions available and fill the answers in
- Please write the answer to these questions somewhere so you can refer to them later if you get locked out of your account.



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



To complete this step, press the **“save and continue” button**)
Next you will need to validate your account

The second option to receive your validation code is through **Text Message**

The following slides will help you do this step-by-step

- This is the **recommended** way to complete this step.

oFactor?RememberMe=False&isInitialSetup=True

TWO-FACTOR AUTHENTICATION SETUP

PRIMARY METHOD

No primary method

- Smartphone Application
- Text Message
- Voice Call



Phone number

Extension may consist of any digit 0-9, *, #, or +. Use + to add a 0.5 sec delay.

SEND CODE

Enter the verification code

Enter Code

VALIDATE CODE

SECONDARY METHOD

Current Backup Numbers

No backup methods numbers display

- Text SMS
- Voice Call



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

Phone number

Ext

SEND CODE

Enter Code

VALIDATE CODE

NEXT

Text Message

- Enter your phone number in **THIS** box to receive a text message with the verification code

oFactor?RememberMe=False&isInitialSetup=True

TWO-FACTOR AUTHENTICATION SETUP

PRIMARY METHOD

No primary method

Smartphone Application

Text Message

Voice Call

Phone number

Extension may consist of any digit 0-9, *, #, or +. Use + to add a 0.5 sec delay.

SEND CODE

Enter the verification code

Enter Code

VALIDATE CODE

SECONDARY METHOD

Current Backup Numbers

No backup methods numbers display

Text SMS Voice Call

Phone number Ext

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

SEND CODE

Enter Code

VALIDATE CODE

NEXT

Text Message

- Enter the code you receive in **THIS** box

oFactor?RememberMe=False&isInitialSetup=True

TWO-FACTOR AUTHENTICATION SETUP

PRIMARY METHOD

No primary method

Smartphone Application

Text Message

Voice Call

Phone number 

Extension may consist of any digit 0-9, *, #, or +. Use + to add a 0.5 sec delay.

SEND CODE

Enter the verification code

Enter Code

VALIDATE CODE

SECONDARY METHOD

Current Backup Numbers

No backup methods numbers display

Text SMS Voice Call

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

Phone number Ext

SEND CODE

Enter Code

VALIDATE CODE

NEXT

Text Message

- Then press the VALIDATE CODE button, [HERE](#)

oFactor?RememberMe=False&isInitialSetup=True

TWO-FACTOR AUTHENTICATION SETUP

PRIMARY METHOD

No primary method

- Smartphone Application
- Text Message
- Voice Call



Enter the verification code

Extension may consist of any digit 0-9, *, #, or +. Use + to add a 0.5 sec delay.

SECONDARY METHOD

Current Backup Numbers
No backup methods numbers display

- Text SMS
- Voice Call



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

Text Message

- Once the code is validated, press the NEXT button located [HERE](#)

oFactor?RememberMe=False&isInitialSetup=True

TWO-FACTOR AUTHENTICATION SETUP

PRIMARY METHOD

No primary method

- Smartphone Application
- Text Message
- Voice Call



Phone number

Extension may consist of any digit 0-9, *, #, or +. Use + to add a 0.5 sec delay.

SEND CODE

Enter the verification code

Enter Code

VALIDATE CODE

SECONDARY METHOD

Current Backup Numbers

No backup methods numbers display

- Text SMS
- Voice Call



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

Phone number

Ext

SEND CODE

Enter Code

VALIDATE CODE

NEXT

After authenticating your information, this window will appear.

You must activate your **company link**

The next four slides show you how to do this step-by-step

emplInfoId=238441

Payentry

Activate Company Link

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 b*****y@gmail.com
- Text to (***) ***-5804
- Text to

SEND CODE

Enter the activation code you received

VALIDATE CODE

Select to receive the company code through either your email or your cellphone **HERE**

emplnfold=238441

Payentry

Activate Company Link

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 b*****y@gmail.com
- Text to (***) ***-5804
- Text to

Number

SEND CODE

Enter the activation code you received

Activation Code

VALIDATE CODE

If you have not given your cellphone number yet, you can enter it [HERE](#) to receive the code in a text message

emplInfolD=238441

Payentry

Activate Company Link

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 b*****y@gmail.com
- Text to (***) ***-5804
- Text to

Number

SEND CODE

Enter the activation code you received

Activation Code

VALIDATE CODE

implInfoId=238441

Payentry

Activate Company Link

The final step is to activate your company link.
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Please choose the method you would like to receive the activation code:

- Email to b*****y@gmail.com
- Text to (***) ***-5804
- Text to

SEND CODE

Enter the activation code you received

VALIDATE CODE

Once you receive the activation code, enter it in **THIS** box

- The code may take a few minutes to be sent

After the code is entered, click the VALIDATE CODE button, **HERE**, to complete your PayEntry set up

implnfold=238441

Payentry

Activate Company Link

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 b*****y@gmail.com
- Text to (***) ***-5804
- Text to

Number

SEND CODE

Enter the activation code you received

Activation Code

VALIDATE CODE

Manage all of your existing ESS companies here.

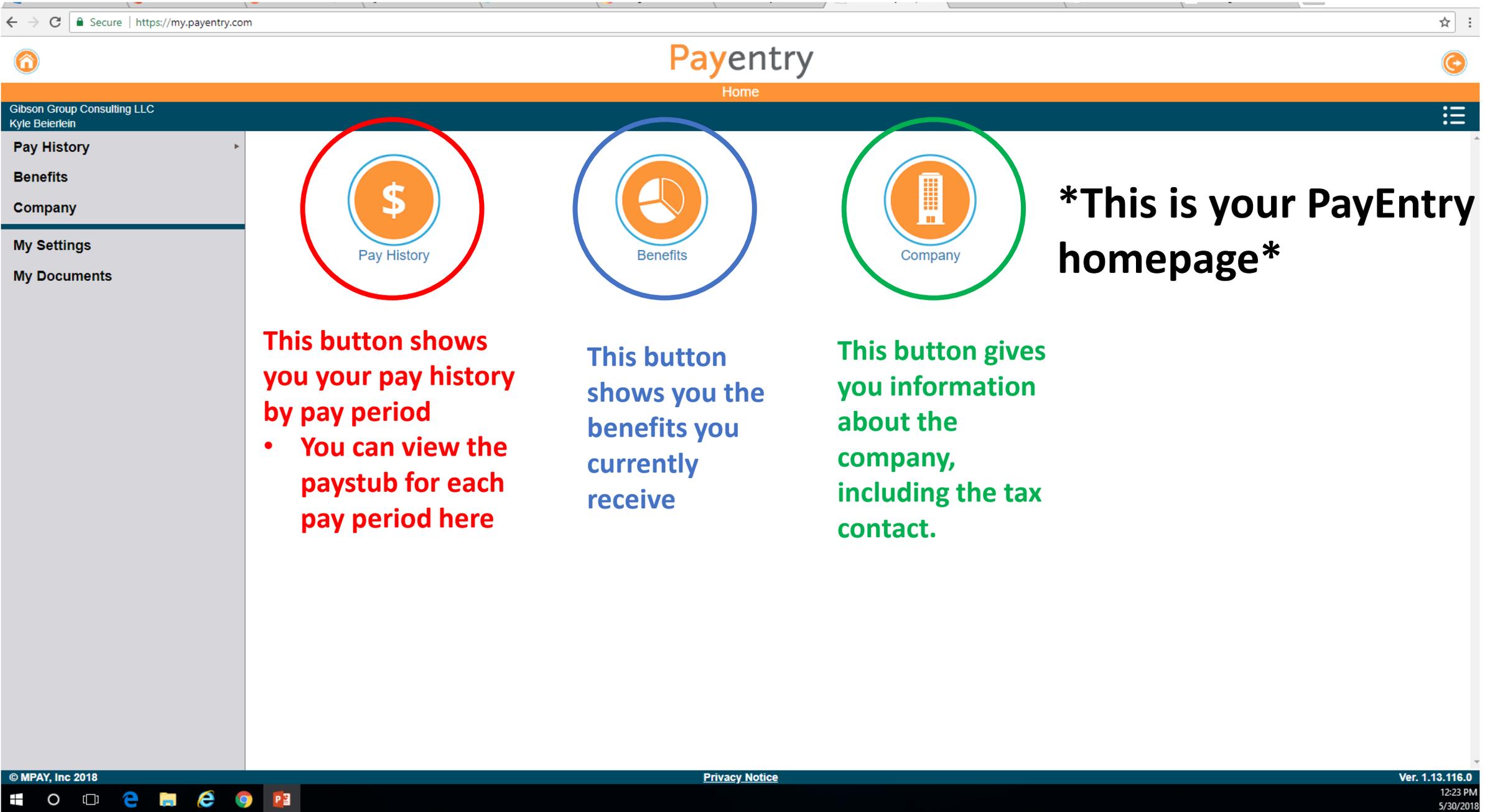
 **Gibson Group Consulting LLC**    

Add a new company link to your ESS account.

Enter your link code below:



Click **HERE** to open your DecisionPathHR PayEntry portal



Pay History

This button shows you your pay history by pay period

- You can view the paystub for each pay period here**



Benefits

This button shows you the benefits you currently receive



Company

This button gives you information about the company, including the tax contact.

This is your PayEntry homepage

Mail - kbeierlein x Microsoft Office x DecisionPathHR x Hootsuite x (*) Twitter x Instagram x Confirm your acc x Account Settings x Client Reference x Account Creation x Staffing Services x

Secure | https://my.payentry.com/Manage/UserSettings

Payentry

Account Settings

Gibson Group Consulting LLC
Kyle Beierlein

- Pay History
- Benefits
- Company
- My Settings**
- My Documents

Change Password

Current password

New password

Confirm new password

Save Changes

Your password must contain:

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one symbol
- At least 8 characters
- Passwords match

Change User Name

Update

Change Full Name

Update

Change Email

Update

Change security questions and answers

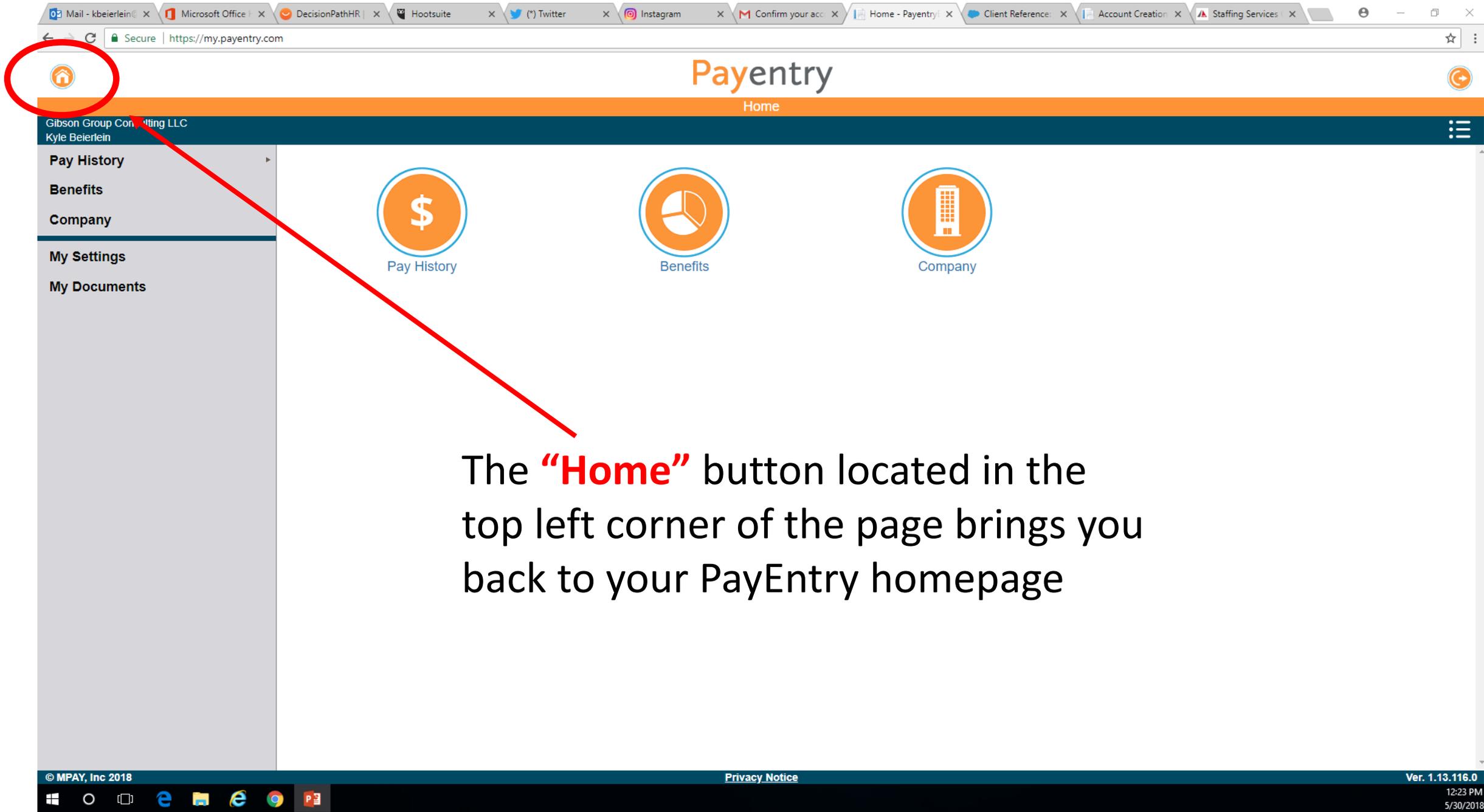
Proceed

Two-factor Authentication Setup

Company Setup

You can change your settings using the "My Settings" tab on the left side of the screen

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The **“Home”** button located in the top left corner of the page brings you back to your PayEntry homepage