

Employee Self-Service – Employee Information

Each employee will receive an email to activate their ESS account. The email will have a link for the portal login as well as a link code and will look similar to this:

From: no-reply@payentry.com

Subject: Employee Portal – ENABLE

Welcome to the Payentry Employee Self-Service (ESS) Portal! This portal is your one-stop information hub for your tax, insurance, pay history and benefit information. You can view all of this through either a desktop computer, a tablet, or your mobile phone.

You can now link your Payentry ESS account to your Company portal. If you already have a Payentry ESS account, use the link code below to link your account to **Your Company Name**.

If you do not have a Payentry ESS account, you will need to create one. To do so, go to <https://my.payentry.com> and follow the instructions for the first-time login. You will need the link code below:

Link Code: aeVpCc (this is an example)

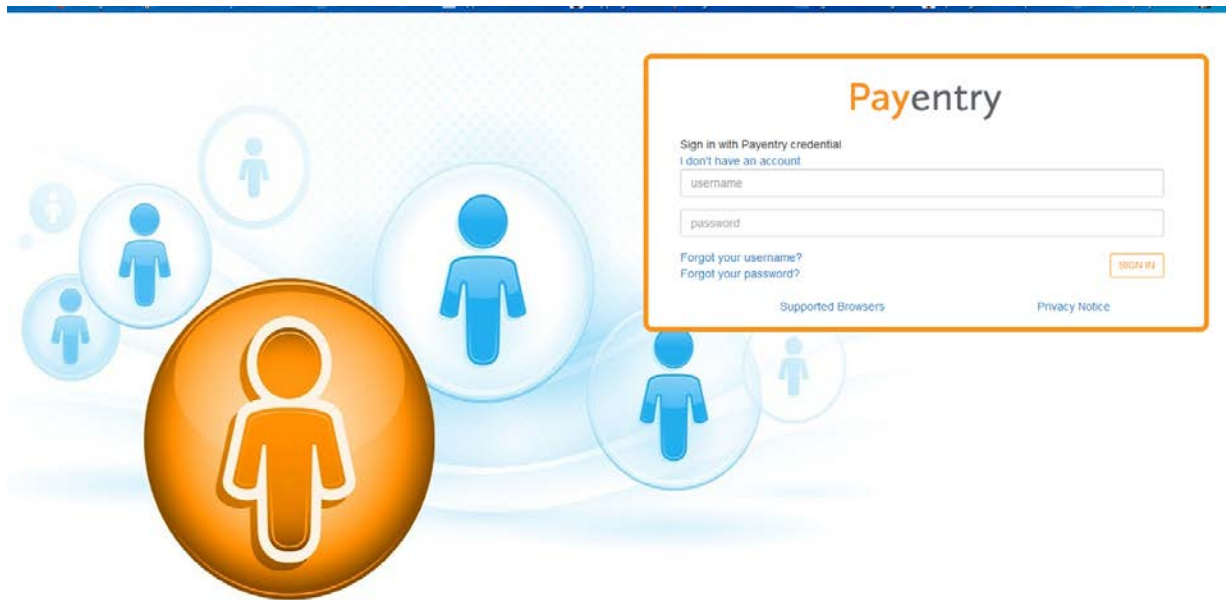
For general information regarding the use of the Payentry ESS Portal, please contact your company administrator.

Thank you,

(Your Company Name)

Do not reply to this message.

The user will click the link (my.payentry.com). Here they will be able to create the account (and later login to existing account).



For new users: Click [I don't have an account](#).

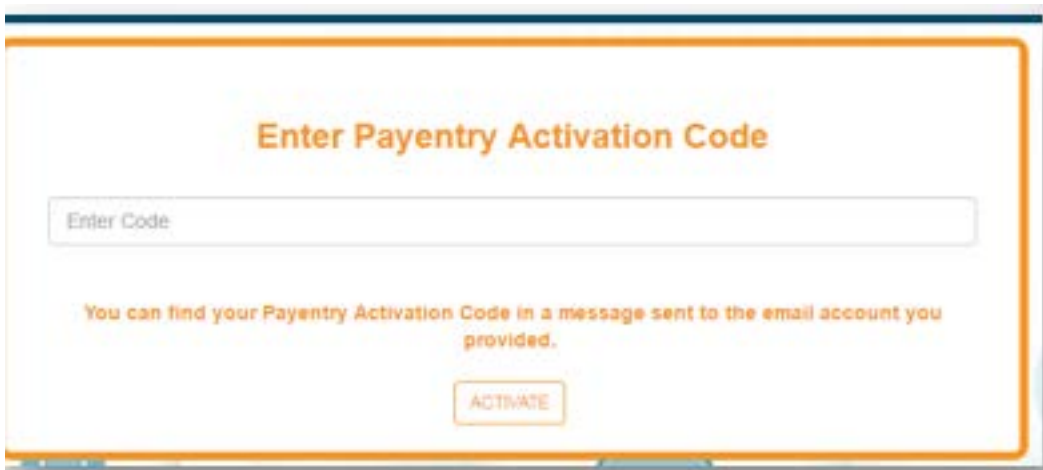
This screen will appear allowing the employee to setup a new account. They can select a username and password of their choice. Fill in the link code provided in the email. Then click **Register**.

The image shows a registration form titled "Create a new account." The form is enclosed in a white box with an orange border. It contains the following fields: "Username", "Full Name", "Email", "Confirm Email", "Password", "Confirm password", "Link Code", and "Zip Code". Each field has a corresponding input box. At the bottom right of the form is a "Register" button.

They will then receive an email with a link to confirm their email address and setup 2-factor authentication. They will then be allowed to activate their company or link other accounts.

An activation message code will be sent at the same time as the confirmation code. They will then have full access to their accounts.

Roger,
Your Payentry ESS account's connection to Payentry Solutions Inc has been initiated. Activate it from the Company Settings page using the following activation code:
Activation Code: XUsgEw
For general information regarding the use of the Payentry ESS Portal, see MPAY's WebHelp at <http://webhelp.mpay.com> For information specific to your configuration of Payentry ESS, contact your Human Resources department at .
Thank you,
Payentry Solutions Inc
Do not reply to this message.



The screenshot shows a web page titled "Enter Payentry Activation Code". It features a large text input field with the placeholder text "Enter Code". Below the input field, there is a message: "You can find your Payentry Activation Code in a message sent to the email account you provided." At the bottom of the page, there is a button labeled "ACTIVATE".

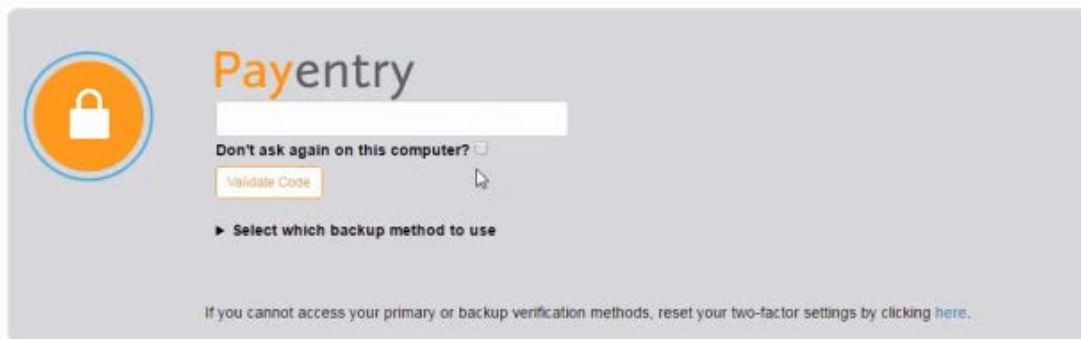


The screenshot shows the Payentry home dashboard. The header includes the "Payentry" logo and a "Home" link. Below the header, there is a navigation menu on the left with the following items: "Derek's Comic Books", "Carson Carney", "Pay History", "Employee", "Benefits", "Company", "Time Management", "My Settings", and "My Documents". The main content area displays five circular icons representing different features: "Pay History" (dollar sign), "Employee" (person icon), "Benefits" (pie chart), "Company" (building icon), and "Time Management" (clock icon). The footer contains the text "© MPAY, Inc 2016", "Privacy Notice", and "Ver. 1.1.13.0".

Supported Browsers:

The screenshot displays the Payentry logo at the top, followed by a blue bar with the text "SUPPORTED BROWSERS". Below this, there are two grey boxes. The first box is labeled "LAPTOP / DESKTOP" and contains icons for Chrome, IE, Edge, Safari, Opera, and Firefox. The second box is labeled "MOBILE / TABLET" and contains icons for Chrome, IE, Edge, Safari, Opera, and Android.

When setting up 2-factor authentication, there is the option to not ask for validation code on this device. If using a different browser, you will be asked again.



Once they have successfully signed in, this is what the employee will see for each company they have linked.

