

My Information: Change
Password or Username

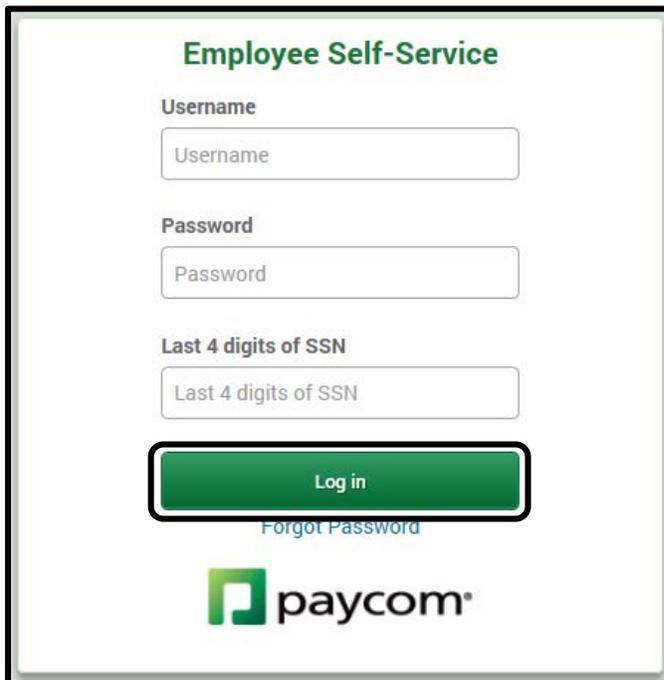


Change Password or Username

To change your password or username, first log in to Employee Self-Service. To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select “Employee.”



Enter your Username, Password and the last four digits of your Social Security number. Then select “Log In.”



Employee Self-Service

Username

Password

Last 4 digits of SSN

Log in

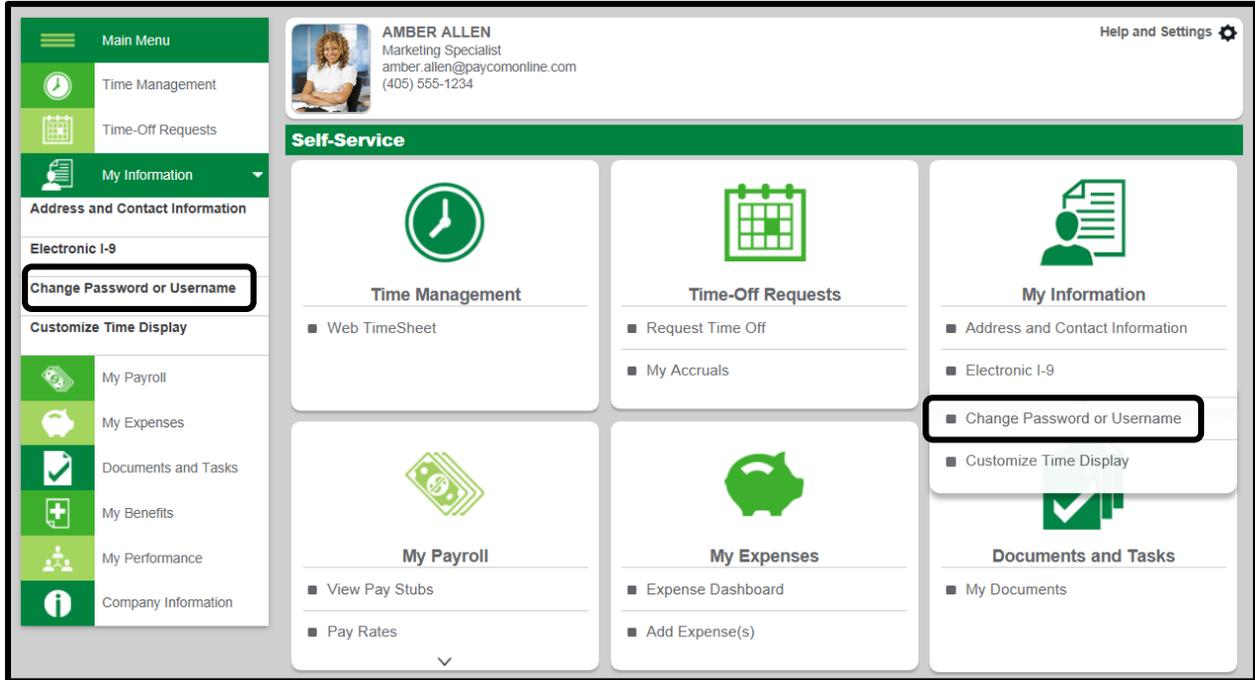
[Forgot Password](#)



My Information:
Change Password or Username



Within Employee Self-Service, from the main menu screen, select “Change Password or Username” from the My Information tile in the center of the screen or from the Main Menu navigation on the left side of the page.



To change your username, select “Change Username.”

Change Your Password

(last change 04/16/2013)

Username: 05050ALLA

Current Password:

New Password: ?

Confirm Password: ?

Enter a valid email address as the new username and select “Update Username.”

Change Your Username

Current Username 05050ALLA

New Username

Username Changed

Your username has been successfully changed.
Your old username will be disabled and you will log in using the username amber.allen@paycomonline.com

To change your password, type in your current password, then enter a new password and retype the new password for confirmation.

Change Your Password

(last change 04/16/2013)

Username	05050ALLA	<input type="button" value="Change Username"/>
Current Password	<input type="password"/>	
New Password	<input type="password"/>	<input style="background-color: #008000; color: white; border: none; padding: 2px 5px; font-size: 10px; border-radius: 3px;" type="button" value="?"/>
Confirm Password	<input type="password"/>	<input style="background-color: #008000; color: white; border: none; padding: 2px 5px; font-size: 10px; border-radius: 3px;" type="button" value="?"/>

Note:

- 1. Passwords must be eight to 20 characters in length.*
- 2. Passwords must contain as least one number (0...9) or at least one special character (!#@\$&+=).*
- 3. Passwords cannot contain quotes or apostrophes (“ or ’).*
- 4. Passwords are case-sensitive. Please check the status of your Caps Lock key before updating.*

When finished, select “Change Password.”