

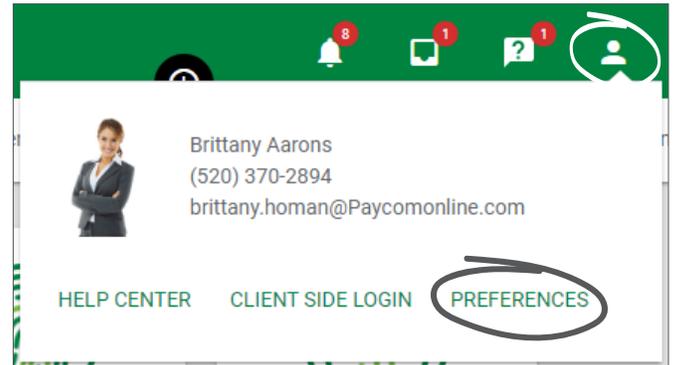
# SHOW ME HOW

to Change My Username or Password  
**Information**



## STEP 1

From Employee Self-Service®, select the person icon and click "Preferences."

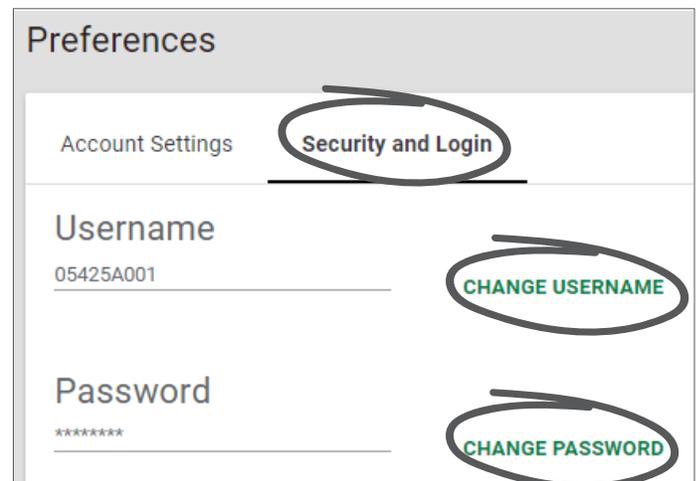


## STEP 2

Then, click the "Security and Login" tab and choose the corresponding option.

For example, if updating your username, click "Change Username."

If updating your password, click "Change Password."



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## STEP 3

For usernames, enter a valid email address and click "Update Username."

Change username

Current Username  
05429423

New Username  
ste.adams@paycom.com

CANCEL UPDATE USERNAME



## STEP 4

For passwords, enter the current password and a new password and click "Update Password."

Change Password

**Valid Passwords:**

1. Passwords must be 8 to 20 characters in length.
2. Passwords should be alphanumeric and must contain at least 1 number (0..9) OR at least 1 special character.(!#@\$%^&\*()-+=).
3. Passwords are case sensitive. Please check the status of your Caps Lock key before updating.

Current Password

New Password Confirm New Password

CANCEL UPDATE PASSWORD