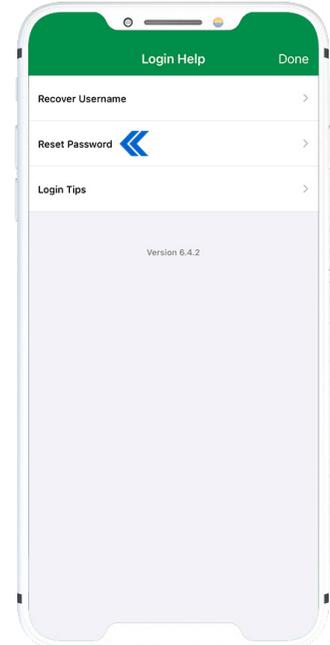# Show Me How
## to Reset My Password
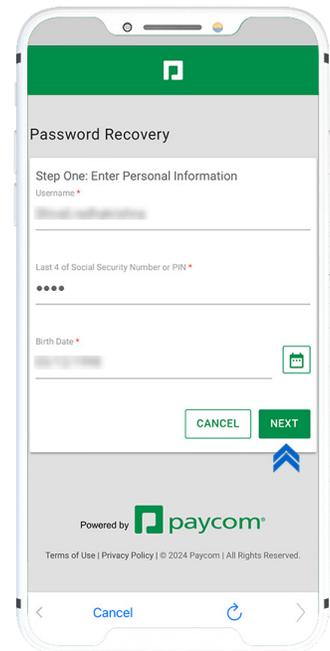
## EMPLOYEE SELF-SERVICE®

### STEP 1

From the Paycom app, tap "Login Help." Next,
tap "Reset Password."

### STEP 2

Type in your personal information and tap "Next."

## EMPLOYEES
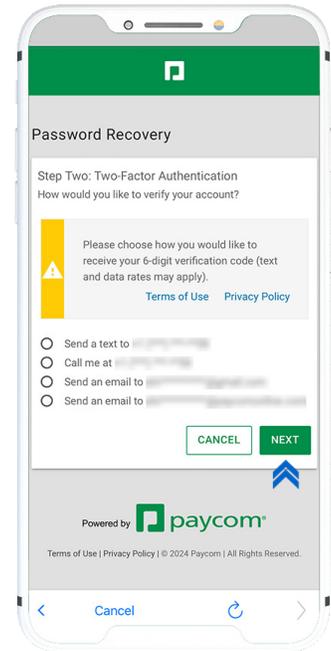Visit the Help Menu for the most up-to-date version of this guide.

# Show Me How

## EMPLOYEE SELF-SERVICE®

Choose whether to verify your account with a text, phone call or email.
Then, tap "Next."

**Password Recovery**

Step Two: Two-Factor Authentication
How would you like to verify your account?

⚠ Please choose how you would like to receive your 6-digit verification code (text and data rates may apply).
Terms of Use    Privacy Policy

○ Send a text to
○ Call me at
○ Send an email to
○ Send an email to

CANCEL    NEXT

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Cancel

Type the verification code and tap "Verify."

**Password Recovery**

Step Three: Verify Pin
Please enter the 6-digit verification code below that was sent to

ⓘ Your code may take a few moments to arrive. Do not share this code with anyone.

6-Digit Verification Code *

Resend Code

PREVIOUS    VERIFY

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Cancel

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**paycom®**

# Show Me How

to Reset My Password
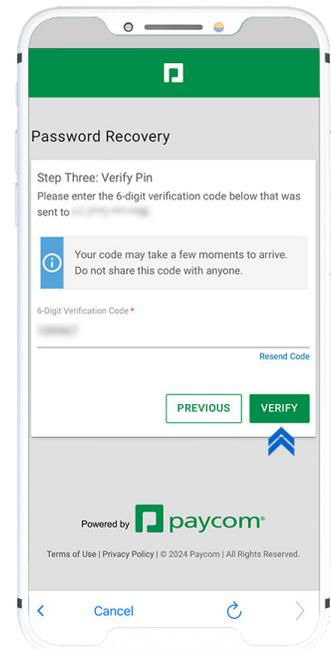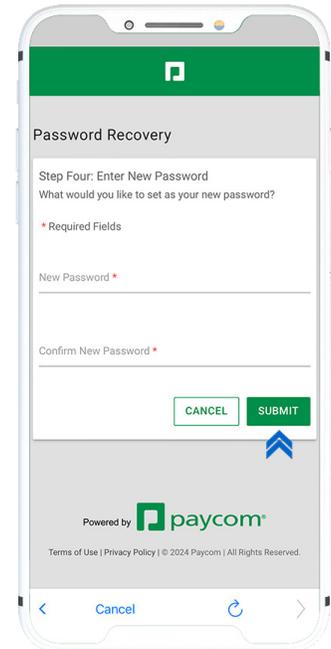
## EMPLOYEE SELF-SERVICE®

Enter your new password twice and tap "Submit."

If you have any issues, contact your company's HR or payroll department.



## HELPFUL TIPS

Making changes to sensitive information, such as employee passwords or direct deposit details, requires verification through a one-time passcode sent to your registered contact information.

## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.