



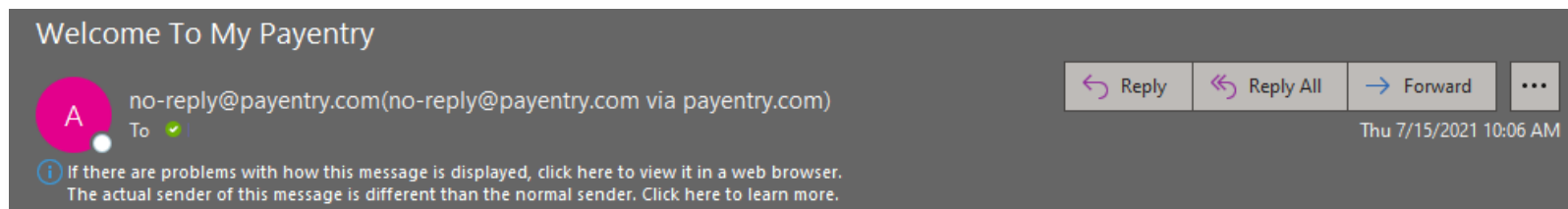
Employee Self Service: Getting Started

Step 1: Create Your Account

1. Go to your **email** and open the message from **no-reply@payentry.com** titled "Welcome To My Payentry".

Note: The email will most likely be the one that your employer has on record for you or your work email. Check with your employer/payroll administrator.

2. Click on the **Accept Invitation** button inside the email, your default internet browser opens to the Create Your Account page. This is a unique link, please do not share it with anyone else.



Welcome!

You have been invited to start viewing your pay history, tax documents, and benefit information for CT0014 Covid Test Company within the Payentry Employee Portal. Please click the link below to get started.

Accept Invitation

If you need further assistance, please contact your employer.

Do not reply to this email.

Thanks,
Payentry

4. Enter an **Email Address** - we recommend using a personal email address, so that in the event you leave your company – and no longer have access to your company email account – you do not have a lapse in access to your personal employment information in case you need to reset your password or two-factor authentication.

Your email address will also be your username.

4. Enter your **First and Last Name** as they appear on your employee record.
5. Enter a **Phone Number** that you wouldn't mind receiving authentication codes on.
6. Enter a **Password**. Make sure that the Password Strength meter shows at least 'Strong' as an indicator, never settle for anything less to avoid future security issues. For tips on how to create a strong password click on the Secure Password Tips link.

Note: We recommend that you use a mix of these characters: uppercase letters (A), lowercase letters (a), numbers (0-9), symbols (#); and have the password that is at least 14 characters long.

7. Double check all information and then click **Continue**.

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1 2 3 4

Create Your Account

Your email address will be your username. We recommend using a personal email address for this account. [Learn More.](#)

Email Address

First Name Last Name

Phone Number

Password

Password Strength:

[Secure Password Tips](#)

CONTINUE

Secure Password Tips

- Consider using a password manager program to keep track of your passwords, and to use a randomly generated password.
- The password should be as long as possible, never just default to the minimum length.
- Never reuse a password. Every online account should have a different password.
- Do not use passwords that are based on personal information that can be easily accessed or guessed.
- Use a mix of characters (upper-case, lower-case, numbers, and symbols).
- Avoid common substitutions ("P@55w0rd" is not more secure than "Password").
- Do not use single words that can be found in any dictionary of any language.

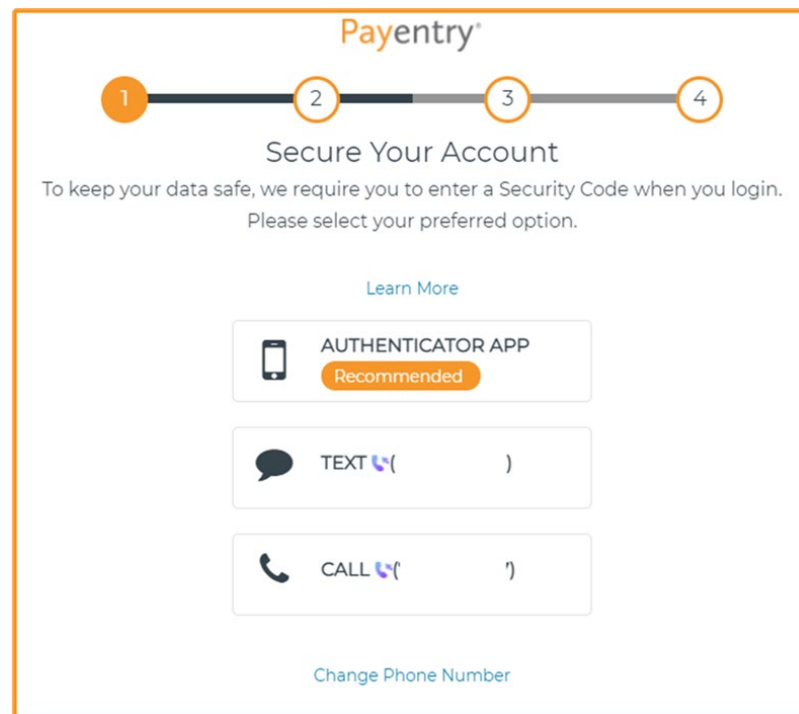
Step 2: Secure Your Account

(Select Your Authentication Method)

Two-Factor Authentication provides an extra layer of security for your account to keep your personal information safe. It requires you to enter a Security Code in addition to your username and password when you sign in to make sure only you can access your account. There are three authentication methods to choose from to generate and receive a Security Code.

Select a **two-factor authentication method** to use to receive your Security Codes:

- **Authenticator App** - TOTP (Time-Based One-Time Password) apps such as Authy, Google Authenticator, or Microsoft Authenticator generate a random Security Code every 30 seconds. Authentication apps are the most secure Two-Factor option and do not require cell service to work. **This is the recommended authentication method.**
- **Text** - Security Codes are sent by text message to your phone. This method is dependent on your cellphone provider and 3rd party services to deliver your Security Code. Messaging rates may apply.
- **Call** - Security Codes are sent by a phone call during which an automated voice recites the Security Code to you. This method is dependent on your phone provider and 3rd party services to deliver your Security Code.

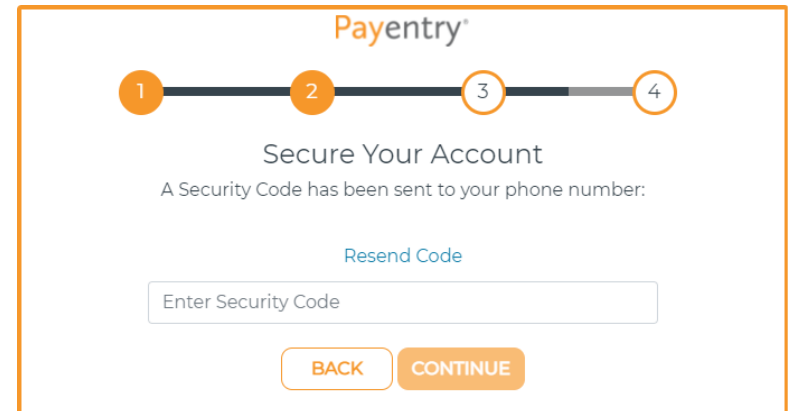


Step 3: Secure Your Account (Enter Security Code)

9. Enter the **Security Code** you should have gotten using one of the authentication methods. If you chose:

- **Authenticator App:** Scan the QR Code shown on the screen using your preferred Authenticator App and then enter the provided Security Code in the Enter Security Code field.
- **Text:** A text message has been sent to the phone number provided on the Registration page. If you do not wish to use that phone number for text messages, click the Change Phone Number link to enter a new phone number. Enter the code you received in the text message into the Enter Security Code field.
- **Call:** Answer the call that you receive, it will mostly likely be from an Unknown Number, a few moments after you select the call option. An automated voice will ask you to press 1 to receive your code and after you press 1, it will recite the code to you. Enter the code you receive into the Enter Security Code field.

10. Click **Continue** after you enter the security code to proceed to the 4th step:



The screenshot displays the Payentry 'Secure Your Account' interface. At the top, the Payentry logo is visible. A progress bar with four numbered steps (1, 2, 3, 4) is shown, with step 3 highlighted. Below the progress bar, the text reads 'Secure Your Account' and 'A Security Code has been sent to your phone number:'. There is a 'Resend Code' link, an 'Enter Security Code' input field, and 'BACK' and 'CONTINUE' buttons at the bottom.

Step 4: Backup Recovery Codes

If you lose access to your phone or get a new phone number, you will need one of these one-time use Recovery Codes to access your Payentry account.

Keep these recovery codes somewhere safe but accessible.

11. Select to either **Copy**, **Save**, or **Print** buttons to save your Recovery Codes.
 - **Copy** - the codes into a Word or Notepad, don't forget to save - preferably in a secure, password protected folder.
 - **Save** - the codes will download in a Text Document to your computer's designated Downloads folder under the name Payentry-recovery-codes. Please make sure to move the document to a more secure location on your computer, preferably a password protected folder.
 - **Print** - opens the Print dialog for your computer. Once you print the page, please make sure to keep it in a secure location.

12. Select the **Confirmation** field to verify that you have saved the Recovery Codes in some fashion. The Continue button becomes enabled.

13. Click **Continue**.

If you created your new account with the same email that the account creation invitation was sent to, you are all set! You may proceed to [Sign Into My Payentry® for the First Time](#).

However, if you created your account with a different email than the one the invitation was sent to, please proceed to the next section, Confirm Your Email.

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1 2 3 4

Backup Recovery Codes

In the event you cannot receive a Two-Factor Security Code because you lost your phone or get a new phone number, you will need one of these one-time use Recovery Codes to access your Payentry account.

Keep these recovery codes somewhere safe but accessible.

74564-44960	95137-60769
08799-63600	11988-64455
34560-65243	21203-65942
20185-66522	54104-67119
05706-67742	19303-68414

0 of 10 Recovery codes used as of 9/7/2021

[Copy](#) [Save](#) [Print](#)

I confirm that I have written down, printed, or saved these recovery codes for future use.

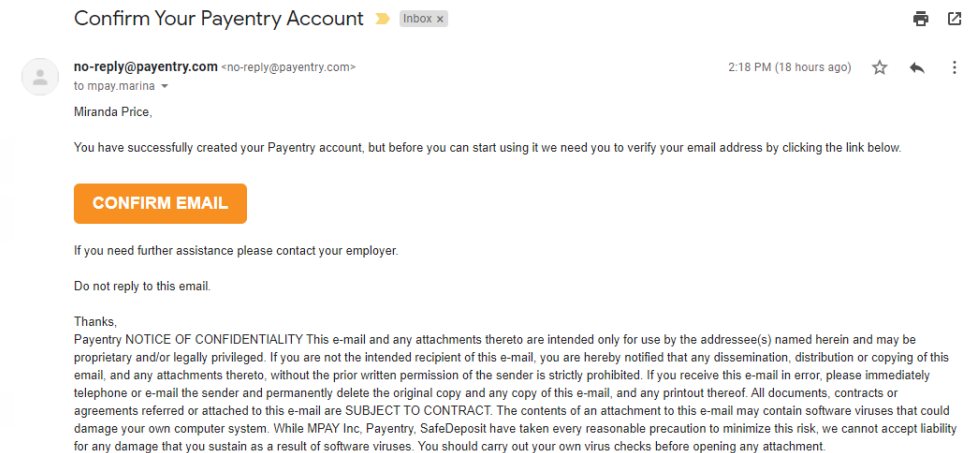
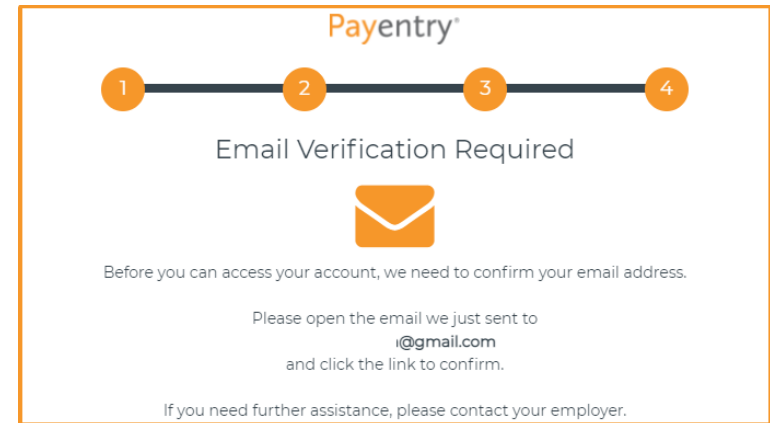
CONTINUE

Step 5: Confirm Your Email

If you decided to connect your account to a different email address than the one your Account Invitation had been sent to, you will be required to confirm that email once you reach the last step of the account creation process, or if at any point you lost your session or had to step away, before you can access your account.

Please open the email that was sent to the address you entered during [Step 1: Create Your Account](#) and click the Confirm Email button to confirm your email.

Once you click Confirm Email, you are ready to [Sign Into My Payentry® for the First Time](#).



Your Home Page

MPAY Inc.
Marina

Pay History

Employee

Benefits

Company

Time Management

My Settings

My Documents

Pay History

Employee

Benefits

Company

Time Management

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Pay History

The **Pay History** page displays previous pay checks and pay information such as earnings, taxes, deductions, and direct deposit accounts. This information is organized by check date, and includes all pay periods you've worked for at the company, up to seven years. You can access this screen from the Home page or from any other screen using the sidebar.

On this page you can:

- View Previous Paychecks
- Download or Print Previous Paychecks

Check Date	Period End	Net Amount	View Check
3/16/2018	3/11/2018	\$1,323.02	

3/16/2018		1762
Diana Prince		\$1,323.02

Earnings		
Earning	Hours	Amount
Reg	40.00	\$800.00
Reg	0.00	\$1,000.00
Reg	0.00	\$90.00
Total	40.00	\$1,800.00

Employee Taxes		
Tax	Wages	Amount
Medicare	\$1,725.00	\$25.01
OASDI	\$1,725.00	\$106.95
Federal Income Tax	\$1,725.00	\$192.02
North Carolina SITW	\$1,725.00	\$78.00
Total		\$401.98

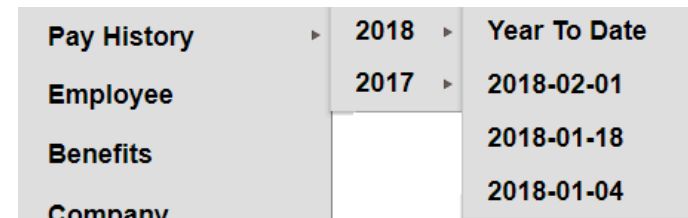
Deductions		
Deduction		Amount
BCBS		\$75.00
Total		\$75.00

Employer Taxes		
Tax		Wages
Medicare - Employer		\$1,725.00
OASDI - Employer		\$1,725.00
Fed Unemployment		\$1,725.00
North Carolina SUI		\$1,725.00
NC State Reserve Tax		\$1,725.00

Direct Deposits		
Bank	Account	Amount
Family Bank	**7887	\$100.00
Bank	**4321	\$1,190.72
Bank	**4321	\$32.30
Total		\$1,323.02

View Previous Paychecks

1. Go to **My Payentry®**.
2. Click on the **Pay History** icon or to view paychecks for a specific year or check date, hover over Pay History on the side menu until it expands and make a selection.
3. Click on the **year** or check date that you wish to view paychecks for, you are taken to the page with the list of paychecks.
4. Find the **paycheck** you want to see details for, you may have to scroll through the list.
5. Click on the **paycheck row** to see details for it within the My Payentry®; OR
6. Click on the **Adobe symbol** (icon of a page with the cursive A) to view it as a PDF document.



Pay History			
Check Date	Period End	Net Amount	View Check
1/11/2019	1/11/2019	\$490.60	
1/4/2019	1/4/2019	\$642.65	
12/28/2018	12/28/2018	\$642.65	

Check Date	Period End	Net Amount	View Check
3/16/2018	3/11/2018	\$1,323.02	

3/16/2018	1762
Diana Prince	\$1,323.02

Earnings		
Earning	Hours	Amount
Reg	40.00	\$600.00
Reg	0.00	\$1,000.00
	0.00	\$90.00
Total	40.00	\$1,800.00

Employee Taxes		
Tax	Wages	Amount
Medicare	\$1,725.00	\$26.01
OASDI	\$1,725.00	\$106.95
Federal Income Tax	\$1,725.00	\$192.02
North Carolina SITW	\$1,725.00	\$78.00
Total		\$401.98

Deductions		
Deduction		Amount
BCBS		\$75.00
Total		\$75.00

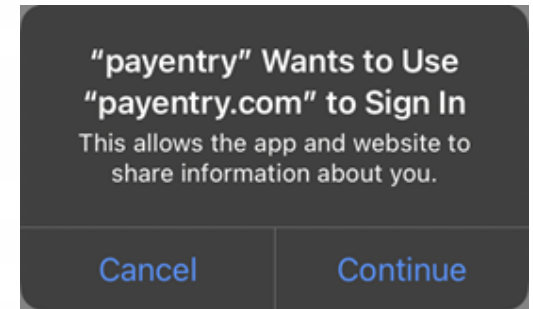
Employer Taxes		
Tax		Wages
Medicare - Employer		\$1,725.00
OASDI - Employer		\$1,725.00
Fed Unemployment		\$1,725.00
North Carolina SUI		\$1,725.00
NC State Reserve Tax		\$1,725.00

Direct Deposits		
Bank	Account	Amount
Family Bank	**7867	\$100.00
Bank	**4321	\$1,190.72
Bank	**4321	\$32.30
Total		\$1,323.02

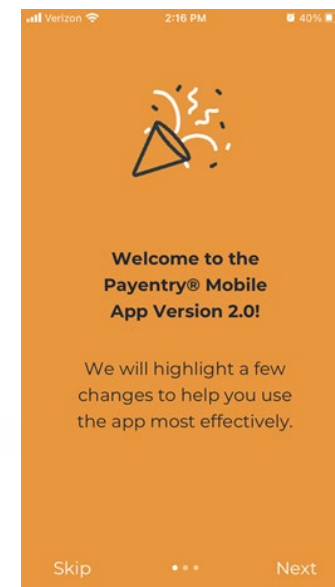
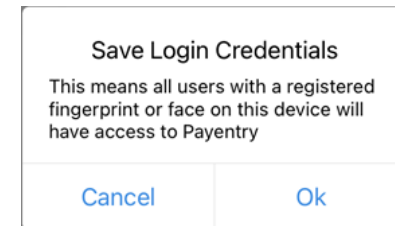
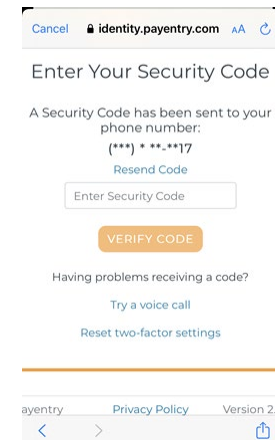
Sign Into the Payentry App for the First Time

Once you download the app:

1. Tap on the **Payentry** app to open it.
2. Click on the **Sign In** button, a permission dialog opens.
3. Click **Continue**, the sign in page opens.
4. Enter your **My Payentry®** username or email and your password.

The Payentry sign-in page. At the top is the "Payentry®" logo. Below it are two input fields: "Username or Email" and "Password" (with an eye icon for toggling visibility). Under the password field is the text "Need help signing in?". At the bottom is an orange "SIGN IN" button with a lock icon. Below the button is a link that says "Don't have an account?".

5. Tap the **Sign In** button, the Enter Your Security Code page opens. A Security Code has been sent to your phone or you need to look one up in the authenticator app if that is what you chose as a two-factor method.
6. Enter the **Security Code**.
7. Tap **Verify Code**. The Remember this device dialog opens. If you choose to remember this device, you will not be asked for a Security Code the next time you sign in. A save credentials dialog opens.
8. Click **Ok** if you want the app to remember your sign in credentials, so that in the future you can simply use a fingerprint or face scan to open the app, instead of a password. If you click Cancel you will be asked to enter your username/email or password every time you open the app. A tutorial screen opens.
9. Either click **Skip** or **Next** to get through the tutorial and get to your account.



10. Click on the **Time Management** tab at the bottom of the screen. A location tracking permission dialog opens.

11. Select **Allow Once, Allow While Using the App, or Don't Allow** to let the app know if it can use your location. This is necessary if you are an employee that is required to punch in and out of work and your employer requires you to be in a certain location to punch in/out.

You are now ready to use the app!

