

Password Recovery

Can't remember your Employee Self-Service password? You can easily reset your password by receiving a verification code via phone call or text message.

From the Employee Self-Service login screen, click the blue "Password" link in Forgot Username or Password?

EMPLOYEE SELF-SERVICE®

* indicates a required field

Username *

Password *

Last 4 digits of SSN or PIN *

LOG IN

Use Single Sign-On

Language
English (US)

Forgot [Username](#) or [Password](#)? [Log in Tips](#)

On Step One: Enter Personal Information of the Password Recovery screen, enter your personal information. Then, click "Next."

Paycom regularly updates and improves functionality to meet client needs and expectations, which may result in differences between the content of these materials and actual system functionality. The information in this guide does not constitute legal or professional advice.



Password Recovery

Step One: Enter Personal Information

* Indicates Required Field

Username *

Last 4 of Social Security Number or PIN *

 

Birth Date *

10/09/1997

 

On Step Two: Answer Security Questions. After typing in the answer, click "Next."

Password Recovery

Step Two: Answer Security Questions

Middle name of youngest sibling? *

 

You'll choose an email address and click "Next."



Password Recovery

Step Three: Choose an Email Address

Send an email to [redacted]@paycomonline.com

Send an email to [redacted]@paycomonline.com



A temporary password will be sent to your email.

You will be redirected to the Employee Self-Service login screen where you can log in using your temporary password.

Password Recovery



SUCCESS

A temporary password has been sent to your email.
Please check your email for the temporary password to continue when ready.

If you need further assistance, please contact your Human Resources or your Payroll Department.



From your email, you will see the Paycom Employee Self-Service Password Reset email.



Paycom Employee Self-Service Password Reset

Hello JACOB,

Your Paycom Employee Self-Service One-Time password is: 85208B9F72

This message is the automated response to a request to reset your Paycom Employee Self-Service Password. If you did not make this request, contact your HR Department.

*Please note, for security purposes we do not provide links to log in to our website through email. You must have the correct webpage loaded to enter the password above.

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[Unsubscribe](#)

Use the temporary password to login, where you'll be prompted to update your password.

Update Your Password

*** Indicates Required Field**

Passwords must be updated by the user at expiration or following a manual reset.

Password Last Changed	Username (Cannot Be Changed)
06/17/2025	09125A016

Passwords must be:

- At least 8 characters in length.
- Different from previous passwords, including temporary password assigned upon reset.

Use at least three of the four available character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Special Character

A space cannot be used at the beginning or end of the password.

New Password *

Confirm New Password *



