

IMPORTANT INFORMATION FOR YOU TO KNOW

Welcome to Becco, New Hire!

Please keep this paper in a safe spot for you to refer to whenever you need access to your paystubs. Paystubs can be viewed online by YOU and YOU ONLY. You must first create your account to view them.

After you have been hired, you should be expecting an email within 7-14 days from no-reply@foundationsoft.com (Be sure to check all mailboxes including your spam messages!! – If you do not receive an email after 14 days, please call the office and ask for Shelbi.)

WHAT TO DO AFTER YOU RECEIVE THE EMAIL:

Open the email from no-reply@foundationsoft.com and click the password reset link. It will then open a screen with your username and a box. In the box, the top line you will need to enter the desired password and confirm it by also typing it into the bottom line. Please note that there are password restrictions. If either of these lines are red that means you have an error with the password. If both lines are green, then you will be able to proceed forward. The next step is to click the “I am not a robot box”. Follow as directed.

After the “I am not a robot box” is selected, then click “change password”.

It will then pull up a link and you will click “eAccess”, after the next page loads, you will need to enter your username and new password and log in. After logging in for the first time, you will need to activate your account by entering the last 4 digits of your social and your birthdate, this is only on the first initial log in, not every time that you log in. You are then able to click “view all paystubs” and it will bring up all paystubs. To view a full paystub, click on the [BLUE](#) numbers. If you are needing a copy, you can save as a PDF (picture) or Print directly from your device!

After you reset your password, the website to log in and view your paystubs is:

eAccess.foundationsoft.com

For any questions or concerns, please contact your supervisor **BEFORE** calling the office for help.

There are (2) forms of contact:

Email: eAccess@beccousa.com

Office: 918-445-2684