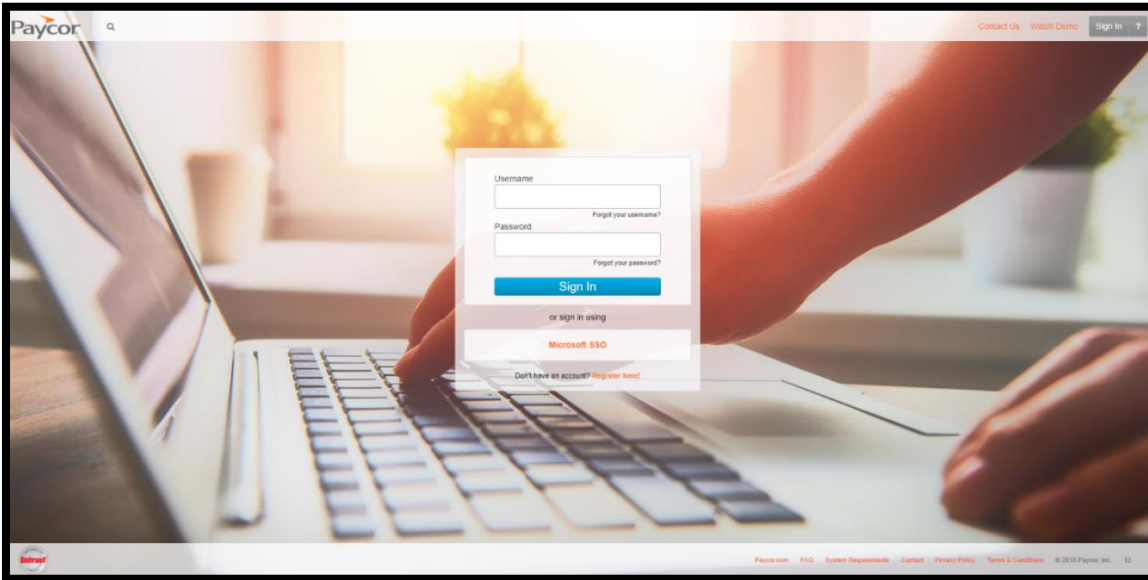




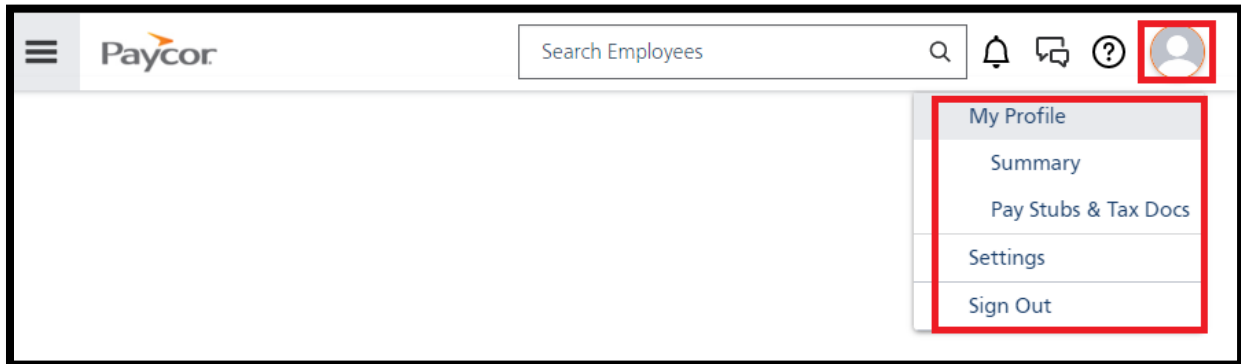
Paycor Account Navigation Guide

1. Once your account has been finalized by the Cambridge Paycor Support Team, you can sign into <https://secure.paycor.com> to view your account.

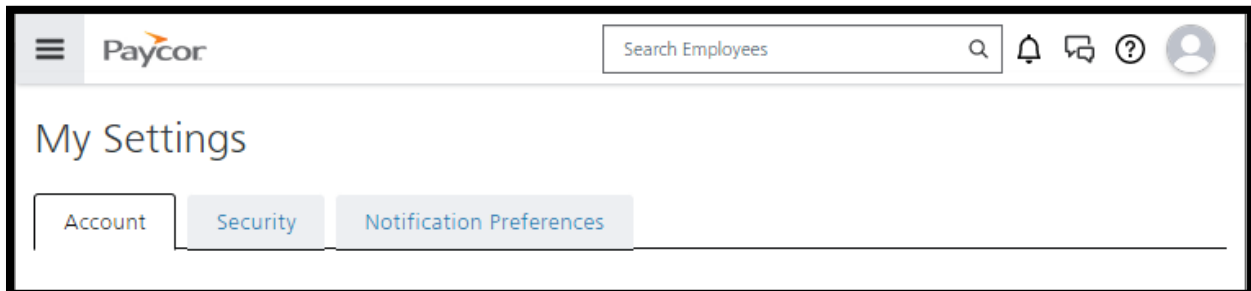


- If you have forgotten your username or password, you can request the information from the login page by clicking "Forgot your username?" or "Forgot your password?"

2. To review your profile, click on the Profile Icon on the top right side of the page and select **My Profile**.



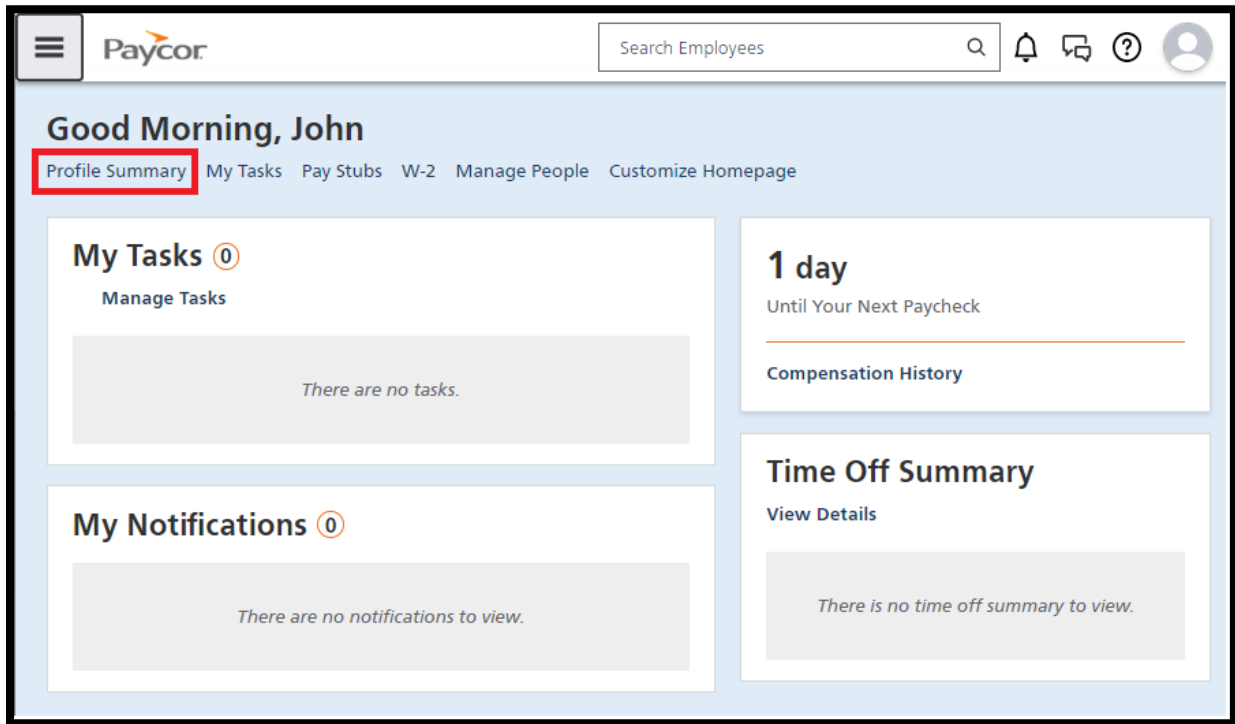
To change your login information, select **Settings**.



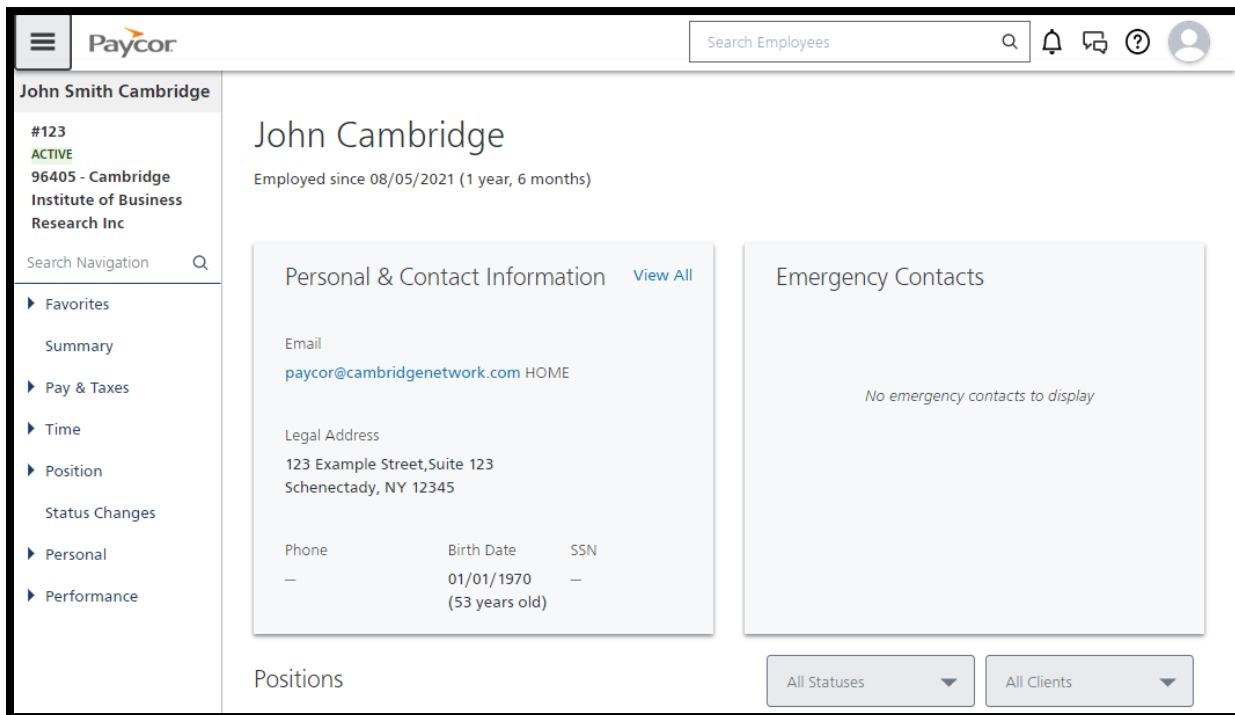


Paycor Account Navigation Guide

3. You can also select the Paycor Logo on the left side of the page and select **Profile Summary**



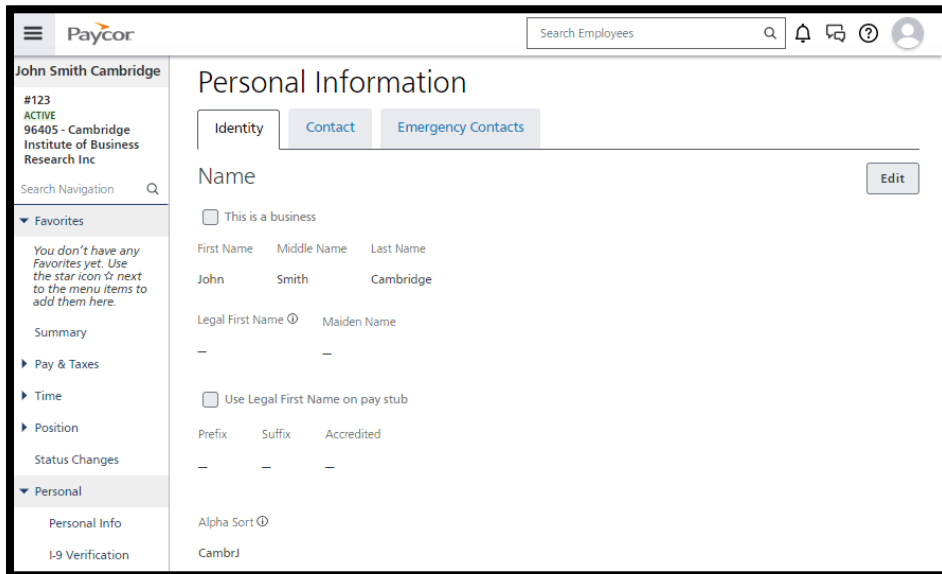
4. From here, you can update your personal information, upload documents, and update your direct deposit information.





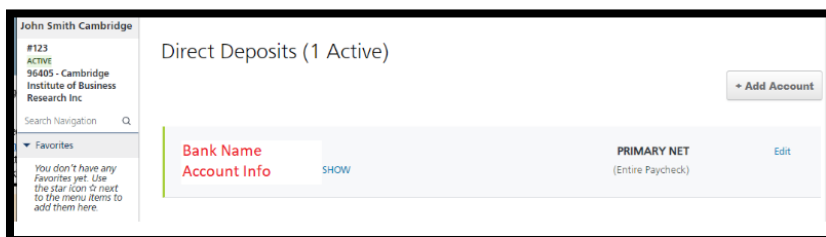
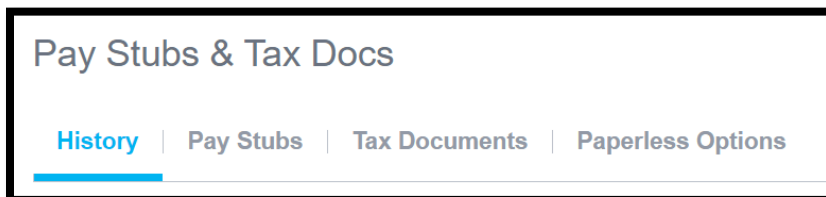
Paycor Account Navigation Guide

5. To change your personal or contact information, click on **Personal** and select **Personal Info**



- If you need to change the account holder's name or designate another person to receive the stipend, please reach out to our team.

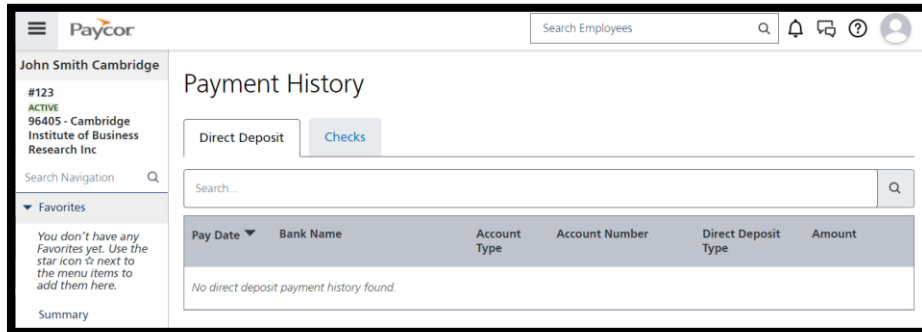
6. To view your payment information and/or update your direct deposit account, click on **Pay & Taxes**, and select one of the categories.



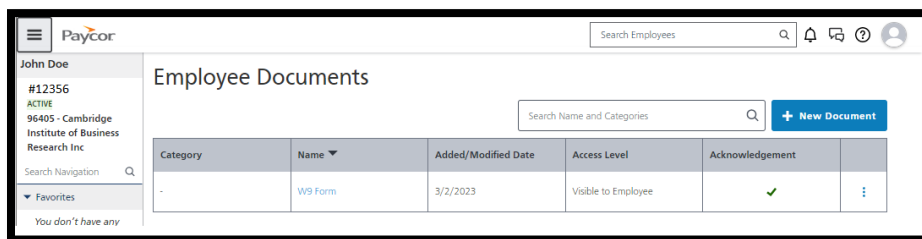
- To add direct deposit, click **+Add Account**. To update your direct deposit, overwrite your old routing/account number with the new information.
- You may be asked to confirm your SSN before you can update your Direct Deposit information.
- Only **ONE** banking account can be entered for Direct Deposit. An error will appear if you try to enter a new account without deleting the OLD account information.
- Any payments that are returned or unable to process due to wrong banking information or an account being closed will be assessed a **\$30 processing fee**.



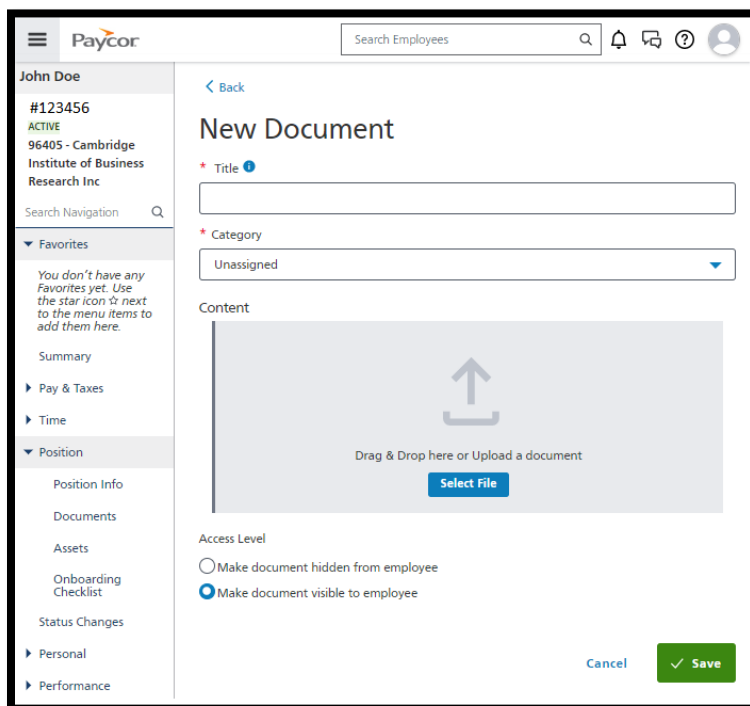
Paycor Account Navigation Guide



7. To view or upload documents, click on **Position**, and select **Documents**.



- If you are unable to access or upload documents, please contact our team.
- To add documents, click on **+New Document** button
 - i. label your document.
 - ii. Select the access level that allows your document to be visible.
 - iii. When finished select **Save**.



Please reach out to our support team at paycor@cambridgenetwork.com with any questions.