

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

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My Settings					
Ac	count	Security	Notification Preferences		
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3. You can also select the Paycor Logo on the left side of the page and select **Profile Summary**

	Paycor	Search Employe	res	۹ Ç	ß	?	8
	Dod Morning, John ile Summary My Tasks Pay Stubs W-2 Manage People	Customize Hom	epage				
Γ	My Tasks () Manage Tasks		1 day Until Your Next Paycheck				
	There are no tasks.		Compensation Histor	-			
r	My Notifications ① There are no notifications to view.		There is no time	off summ	ary to v	iew.	

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

■ Paycor		Search Employees	< ↓ 示 ② 🙁
John Smith Cambridge #123 ACTIVE 96405 - Cambridge Institute of Business Research Inc	John Cambridge Employed since 08/05/2021 (1 year, 6 months)		
Search Navigation Q Favorites Summary Pay & Taxes Time Position Status Changes Personal Performance	Personal & Contact Information View Al Email paycor@cambridgenetwork.com HOME Legal Address 123 Example Street,Suite 123 Schenectady, NY 12345 Phone Birth Date SSN - 01/01/1970 - (53 years old)	No emergency contacts	

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

■ Paycor		Search Employees Q	ሷ 🗟 💿 💽
John Smith Cambridge #123 ACTIVE 96405 - Cambridge Institute of Business Research Inc	Personal Information Identity Contact Emergency Contacts		
Search Navigation Q	Name		Edit
 Favorites You don't have any Favorites yet. Use the star icon \$n next to the menu items to add them here. Summary Pay & Taxes Time Position Status Changes Personal 	This is a business First Name Middle Name Last Name John Smith Cambridge Legal First Name ① Maiden Name Use Legal First Name on pay stub Prefix Suffix Accredited		
Personal Info I-9 Verification	Alpha Sort ① CambrJ		

- 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.

Pay Stubs & Tax Docs						
History Pay Stubs Tax Documents Paperless Options						
John Smith Cambridge #123 #CTVE 96405 - Cambridge Institute of Business Research Inc Search Navication Q	Direct Deposits (1	l Active)		+ Add Account		
 Favorites You don't have any Favorites yet. Use the star icon 'n next to the menu items to add them here. 	Bank Name Account Info	SHOW	PRIMARY NET (Entire Paycheck)	Edit		

- 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**.

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#123 ACTIVE		Payment History					
96405 - Cambridge Institute of Business Research Inc		Direct Deposit Checks					
Search Navi	igation Q	Search					Q
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You don't have any Favorites yet. Use the star icon ☆ next to the menu items to add them here.		Tuy bute	Account Type	Account Number	Direct Deposit Type	Amount	
		No direct deposit payment history found.					
Summar	ry						

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

■ Paycor		Search Employees	۹ ¢ ټ	; @ 🧕			
John Doe #12356	Employee Do	cuments					
ACTIVE 96405 - Cambridge Institute of Business	Search Name			ame and Categories	Q + New Do	+ New Document	
Research Inc Search Navigation Q	Category	Name 🔻	Added/Modified Date	Access Level	Acknowledgement		
▼ Favorites		W9 Form	3/2/2023	Visible to Employee	~	:	
You don't have any							

- 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**.

■ Paycor	Search Employees Q 🗘 🛱 😗 🙁
John Doe	K Back
#123456 ACTIVE 96405 - Cambridge Institute of Business Research Inc Search Navigation Q.	New Document
▼ Favorites	* Category
You don't have any Favorites yet. Use the star icon & next to the menu items to add them here. Summary Pay & Taxes Time	Content
▼ Position	Drag & Drop here or Upload a document
Position Info	Select File
Documents Assets Onboarding Checklist Status Changes	Access Level O Make document hidden from employee Make document visible to employee
Personal	_
Performance	Cancel 🗸 Save

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

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