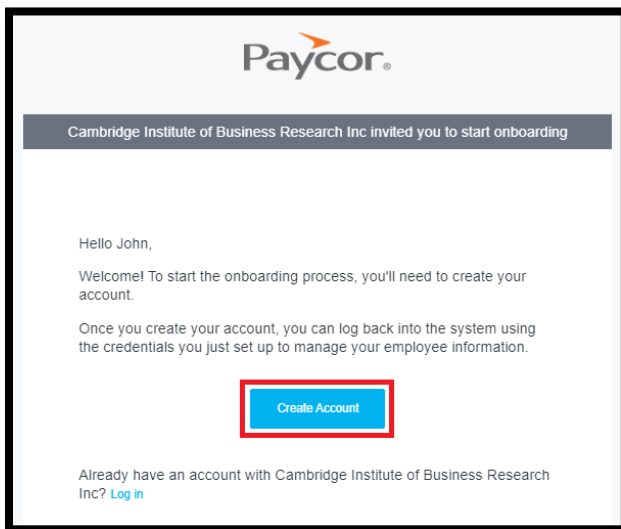




Paycor Account Registration Guide

Welcome to Paycor, Cambridge Network's host payment system! This guide is designed to help you register your account.

- 1) You will receive an email from Paycor requesting you to create an account.
 - a) Select the **Create Account** button to set up your account.
 - b) The account **MUST BE** registered under the same name as the name listed on the W9.
 - i) If the account holder is someone other than the person who received the registration link or listed on the W9, please kindly reach out to our team.
 - ii) An account holder must be an active host member and over the age of 18.
 - c) If you would like register as a business, please reach out to our team for additional instructions.



- d) A new screen will display. Your access code will be auto populated along with the email address you provided our team. Complete the required fields.

- i) You may change your email here should you wish to register your account under a different email address. If you change your email, please inform our team.



Paycor Account Registration Guide

- 2) When creating your password, please note that it must be a minimum of 8 characters, and contain at least one uppercase letter, one lowercase letter, and one number. Read and accept the End User License Agreement.

Create your
SIGN IN CREDENTIALS

* Username

* Password 0/127

* Retype Password 0/127

Please read and accept our End User License Agreement to continue.

This End User License Agreement ("EULA") is a binding contract between Paycor, Inc. ("Licensor") and you ("You"), as a user of any portion of paycor.com accessed using Credentials (as defined below) (the "Website") as hosted and updated by Licensor from time to time. This EULA governs your access to and use of the Website. If you do not accept this EULA or you do not meet or comply with these provisions, you may not use or access the Website. If you use or access the Website, your use or access will be deemed to be acceptance of the EULA. Licensor reserves the right to change the EULA from time to time without notice.

I agree to allow Paycor to send me electronic communications

* I have read and agree to the End User License Agreement

Back Next

- 3) Select an authentication setting to protect your account. You will be asked to select two methods.

Choose your
MULTI-FACTOR AUTHENTICATION SETUP

Set up at least two methods for protecting your account.

Authenticator (recommended method)
Enable Authentication

Phone
Enable Phone Authentication

Email
✓ homestay@cambridgenetwork.com

Skip MFA Setup Save & Continue

- 4) Set up your security questions and select **Complete Registration**.

SECURITY QUESTIONS
SECURITY QUESTIONS

If you forget your username or password, we'll use these questions to help verify your identity and sign you back in.

* Question 1
Please pick a question

* Answer 1

* Question 2
Please pick a question

* Answer 2

* Question 3
Please pick a question

* Answer 3

* Question 4
Please pick a question

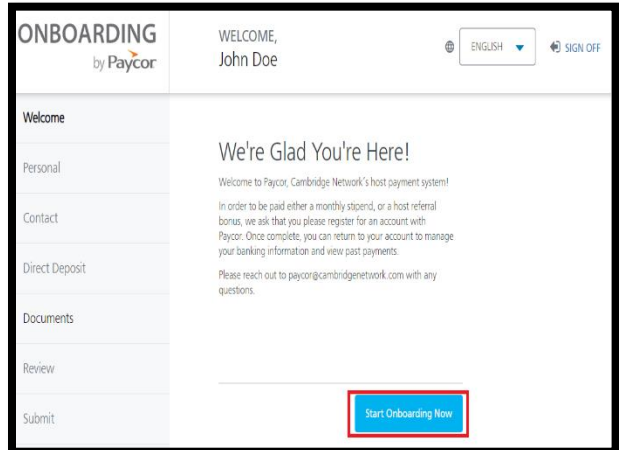
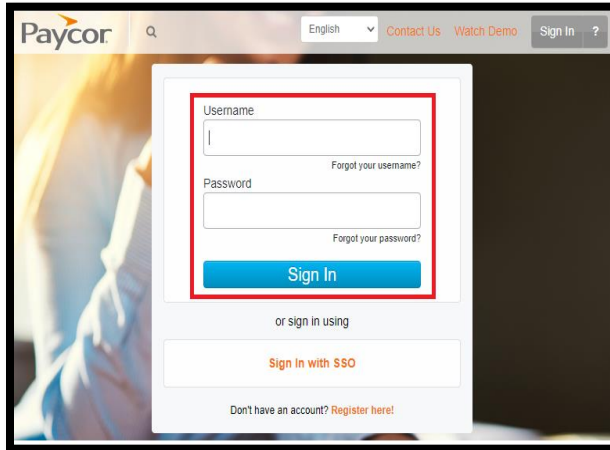
* Answer 4

Complete Registration

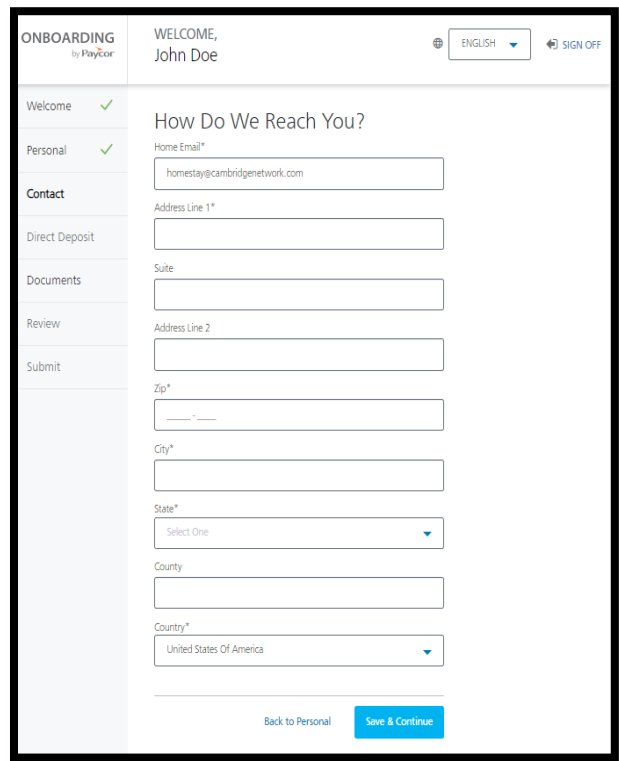
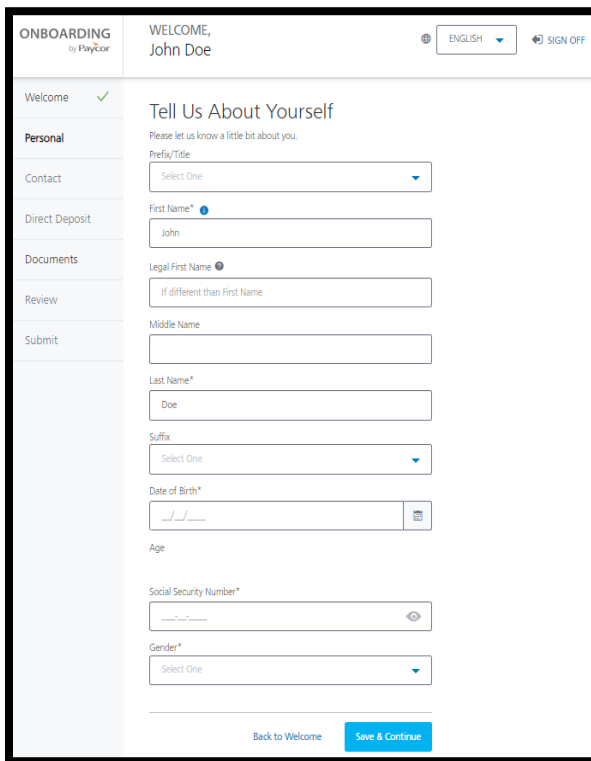


Paycor Account Registration Guide

- 5) After registering your account, you will be asked to log in to Paycor to complete your account information.
 - a) Follow the instructions on each page to complete setting up your account.
 - b) Friendly Reminder: It is the host's responsibility to keep their account up to date.



- c) The account holder must be the same person completing the W9.
 - i) The name and information entered will be used to create your 1099 at the end of the year.
 - ii) To ensure there is no discrepancy with tax documents, please use your LEGAL NAME when creating your account and completing the W9.
 - iii) If the mailing address is different from the address we have on file, please inform our team.
 - iv) When inputting your information, please review before continuing, especially your SSN and Date of Birth.





Paycor Account Registration Guide

- d) Enter your banking information for Direct Deposit.
 - i) Payments that are returned or unable to process due to wrong banking information or an account being closed will be assessed a **\$30 re-processing fee**.
 - ii) Only use one account for direct deposit.

ONBOARDING by Paycor WELCOME, John Doe ENGLISH SIGN OFF

Welcome ✓

Personal ✓

Contact ✓

Direct Deposit

Documents

Review

Submit

Let's Pay You Faster

Set up a direct deposit using your bank account information.
The full amount of your paychecks will be deposited into the entered account but you can set up more accounts once you've been hired.

123456789 000123456789 123
Routing Number Account Number

Primary NET Account

Your Primary NET account will receive your entire paycheck unless you indicate additional direct deposits below.

Routing Number*

Bank Name

Account Number*

Account Number (again)*

Account Type*

Select One

+ Save and Add Another Direct Deposit

I authorize Paycor, Inc., acting on behalf of my employer, to initiate electronic credit entries and, if necessary, debit entries to reverse erroneous credit entries to my account(s). It is agreed that these deposits will be made in accordance with the rules of the National Automated Clearing House Association (NACHA). *

Back to Contact Save & Continue

- e) Set up your electronic signature to complete the W9.
 - i) **For detailed instructions on completing your W9 electronically, please refer to the W9 and Stipend Fact Sheet**

ONBOARDING by Paycor WELCOME, John Doe ENGLISH SIGN OFF

Welcome ✓

Personal ✓

Contact ✓

Direct Deposit ✓

Documents

Review

Submit

Documents

Let's walk through some company documents. You will need to review and sign each document. You can download these after submitting your onboarding.

Before you get started, please setup your electronic signature.

Setup Electronic Signature

0/1 Complete

W9 Form Setup Signature to View



Paycor Account Registration Guide

f) Review your information. If everything is correct, select **Submit Onboarding**.

ONBOARDING by Paycor WELCOME, John Doe ENGLISH SIGN OFF

Welcome ✓

Personal ✓

Contact ✓

Direct Deposit ✓

Documents ✓

Review

Submit

Review Onboarding

Please confirm all of your information is correct. You will have the opportunity to download your onboarding paperwork after submitting.

Personal [Edit](#)

Full Name John Doe

Date of Birth 01/01/1980

Marital Status

SSN ***-**-1111

Contact [Edit](#)

Address **123 Main Street
Los Angeles, CA 12345**

Email homestay@cambridgenetwork.com

Mobile

Home

Direct Deposit (1) [Edit](#)

Bank Name

Account Type **Checking**

Routing Number **123456789**

Account Number **12345678901**

[Back to Documents](#) [Submit Onboarding](#)

ONBOARDING by Paycor WELCOME, John Doe ENGLISH SIGN OFF

Welcome ✓

Personal ✓

Contact ✓

Direct Deposit ✓

Documents ✓

Review ✓

Submit ✓

On behalf of Cambridge Institute of Business Research Inc,
congratulations on completing your
initial Onboarding paperwork!

Thank you for providing all of the requested information.

Your planned start date is: **Thursday, March 2nd**

[Download your Onboarding Document Package](#)

Our team will notify you once we have finalized your account.

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