




How to Change Your Username and Password in Paycom

1.) Login into Paycom via your desktop: <https://www.paycom.com/>.

☆ If you can't remember your login credentials, please select the **Forgot Username or Password**. You will not be able to change a username or password, without first accessing your Paycom account, and having the existing password.

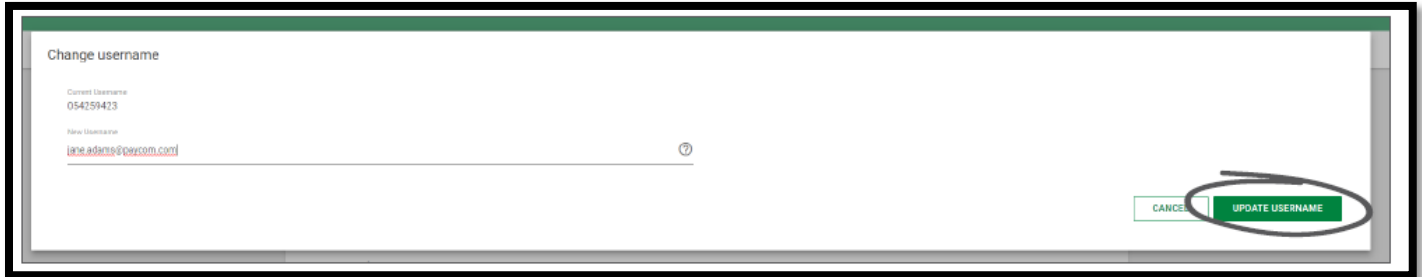
2.) Located in the top right corner, click on the **Person** icon  and then click **Preferences**.

3.) Click the **Security and Login** tab and choose the corresponding option.

- If updating your *username*, click **Change Username**.
- If updating your *password*, click **Change Password**.

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4.) For *usernames*, enter a valid email address and click **Update Username**.



Change username

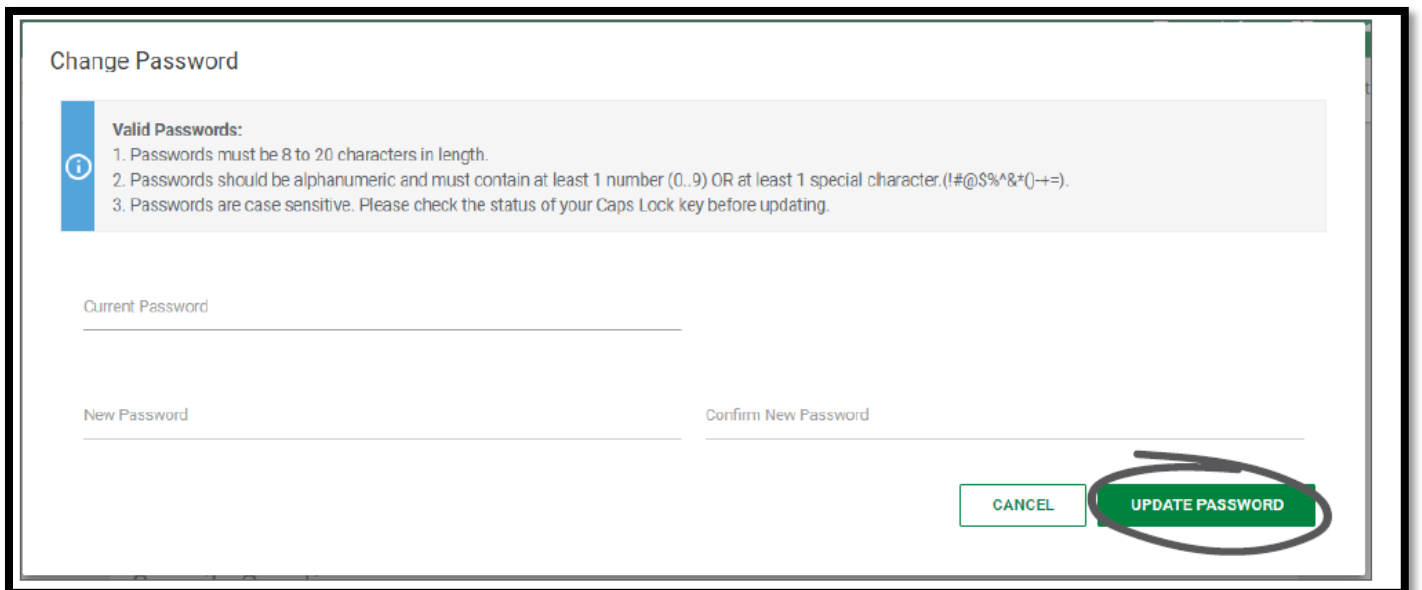
Current Username
054259423

New Username
lache.adamo@paycom.com

CANCEL UPDATE USERNAME

5.) For *passwords*, enter the current password, a new password and then click **Update Password**.

Follow the password requirements.



Change Password

Valid Passwords:

1. Passwords must be 8 to 20 characters in length.
2. Passwords should be alphanumeric and must contain at least 1 number (0..9) OR at least 1 special character (!#@\$%^&*()-+=).
3. Passwords are case sensitive. Please check the status of your Caps Lock key before updating.

Current Password

New Password

Confirm New Password

CANCEL UPDATE PASSWORD