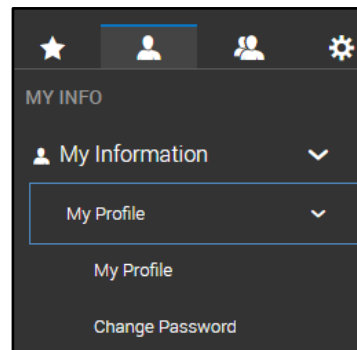


PaycoHCM Tips and Tricks: Changing Password & Updating VCA Settings

It is important to keep your PaycoHCM account secure! If you need to update your system password or update the contact information to receive your Virtual Code Authentication, follow these steps below.

1. To update your PaycoHCM Password, from the *My Info* navigation menu, select:

*My Information > My Profile >
Change Password*



2. In the *New Password* box, type your current password into the *Old Password* field.

A screenshot of the 'New Password' form. It has a title 'New Password' at the top. Below the title are three input fields: 'Old Password*' with a masked password '*****', 'New Password*', and 'Confirm New Password*'. Each field has a small asterisk indicating it is required.

3. Then, type your newly chosen password into both the *New Password* and *Confirm New Password* fields.

Note: You may not use any of your last 10 system passwords and all passwords must be at least 8 characters long and contain at least one of each of the following character type:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

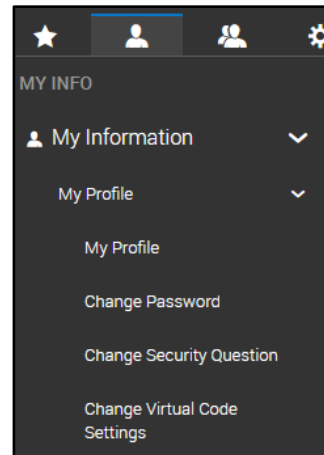
A screenshot of the 'New Password' form, identical to the one above. It shows the 'Old Password*' field with a masked password, and the 'New Password*' and 'Confirm New Password*' fields, both empty.

4. Once all fields are completed, click the *Change Password* button in the top right-hand corner of the screen.



1. To update your PaycoHCM Virtual Code Settings, from the *My Info* navigation menu, select:

My Information > My Profile > Change Virtual Code Settings



2. To make updates to the Virtual Code Authentication settings, your current password will be required. Type the password into the *Password* field.

3. Once the system password has been entered, simply type the corrected contact information into the applicable fields. Be sure to enter complete and correct information and include area codes for all phone numbers.

4. Verify that your entered information is correct, and then click the *Change Virtual Code Settings Information* button in the top right-hand side of the screen.

