



1. Go to website: WWW.USAPAYROLL.COM
2. Highlight Quick Logins
3. Click on Employee Self Service
4. If you are a first time user you must register your account. Click on New User Registration. You will need to enter the username and password you were given.
5. Click sign in.
6. A screen will come up asking you to change your password. Password requirements: at least 8 characters in length and must contain at least ONE of each of the following: letter, number, character (for example Mary1234\$)
7. You also need to answer 3 security changes.
8. Be sure and hit the disk looking picture on the top left hand corner near the words SETTINGS
9. If you have already completed the first step and are a returning user go to the Login Page enter your User Name and Password (Make sure you are on the Secure Login and NOT New User Registration).
10. Click sign in

*If you have any questions, call the office directly 272-7867