

Online Payroll System Registration Instructions

Tandem HR's Self Service Center (SSC) contains valuable information including your pay check stubs, benefit information, discounts for all Tandem clients, training, benefit and employment forms and much more! Educational and informational resources will be available for you and your company through this portal. It is important that you register and know what is available to you. Even if you've already used the Online Payroll System in the SSC, you will need to re-register. For security purposes, we're changing from a social security based user name. Here's what you need to do:

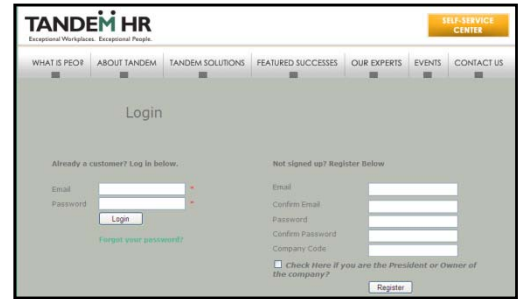
It's as easy as ...

1

Log in to the Self Service Center

Returning visitors login on the left. First time visitors should register on the right-hand side. You will need your company code.

****For your company code, please contact your Tandem Representative****



2

Visit the Tandem Online Payroll System

Once logged in to the SSC, click on 'My Account' then 'Paycheck'. This brings you to the login page for the Tandem Online Payroll System. Even if you've used this system before, new registration will be required. (For security purposes, we will no longer use social security numbers as user names.) The registration page can be accessed by clicking on the 'Online Payroll Registration' link or by clicking on 'Employee Login' then the blue 'Register' button on the following page.



OR



3

Register for the Tandem Online Payroll System

At the Registration page enter:

1. Last Name
2. Birth Date (MM/DD/YYYY)
3. Last four digits of SSN
4. Valid email address (If you do not have an email address, create one for free using sites such as gmail, hotmail or yahoo)
5. Confirm your email address
6. Create your own unique User ID.



Once you have completed this page, an email containing your password will be sent to the email address you provided. When logging in the first time, change your password to something you will easily remember.

SPECIAL NOTES: Manager logins will remain the same. Subsequent visits to the Online Payroll System will not require you to register. Simply use your new User ID and password at the Employee Login page.

Please contact your Tandem HR Payroll Representative at 630.928.0510 if you have any questions.