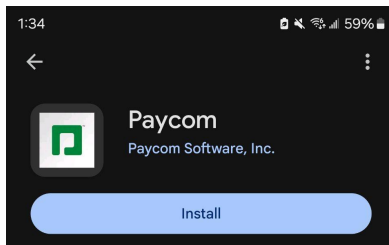


Paycom on your mobile device

This document assumes that you have logged into Paycom on a computer to perform any initial account setup.

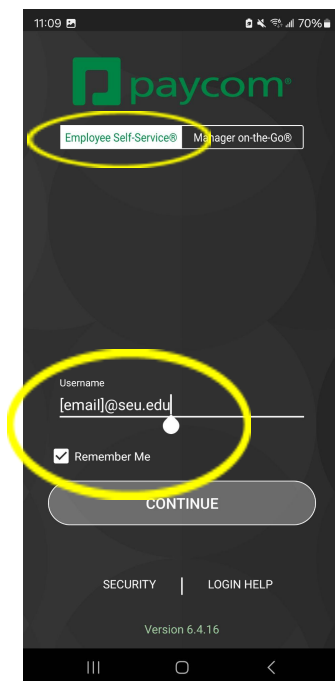
Install the Paycom mobile app:

1. Open your mobile device's application store – App Store for iPhone or Play Store for Android.
2. Search for **Paycom** and install it.

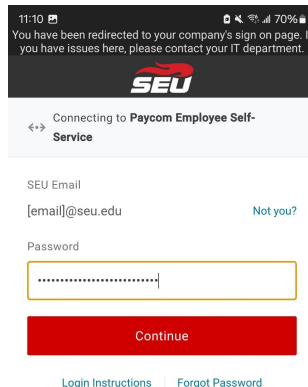
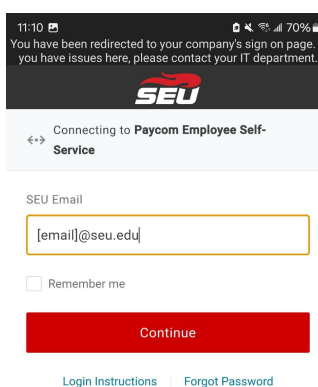


Log into the Paycom mobile app for the first time:

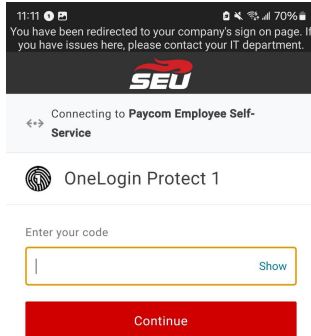
1. Accept the **End User License Agreement**.
2. Under the Employee Self-Service tab, type in your SEU email address. Select the “Remember Me” checkbox and then Continue.



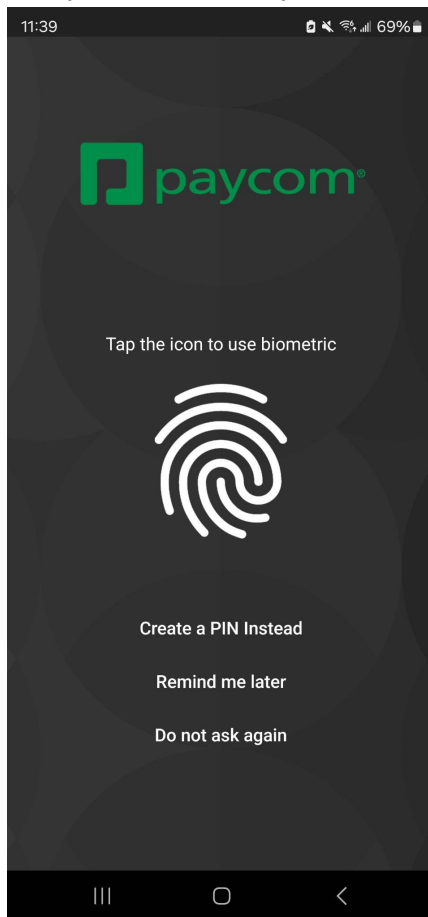
3. You will be directed to log into your SEU OneLogin account. **Enter your SEU email and SEU password.**



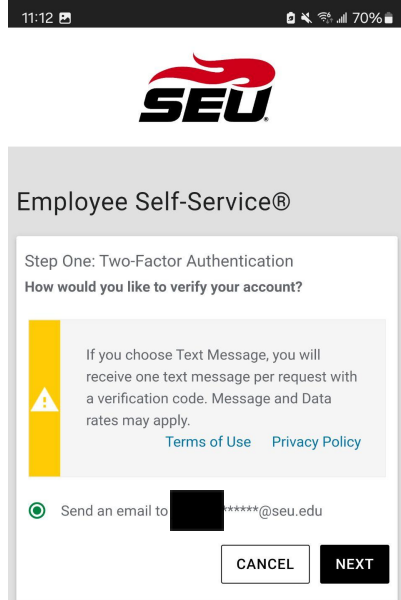
4. **You will be prompted to authenticate with the MFA method you use for OneLogin.** If necessary, switch to your MFA app to retrieve your MFA code, switch back to the Paycom app, enter the MFA code, and select Continue.
- a. Your MFA method or app may be OneLogin Protect, Google Authenticator, Microsoft Authenticator, Symantec VIP Access, your personal email, or a text message via SMS – it depends how you set up your SEU OneLogin account.



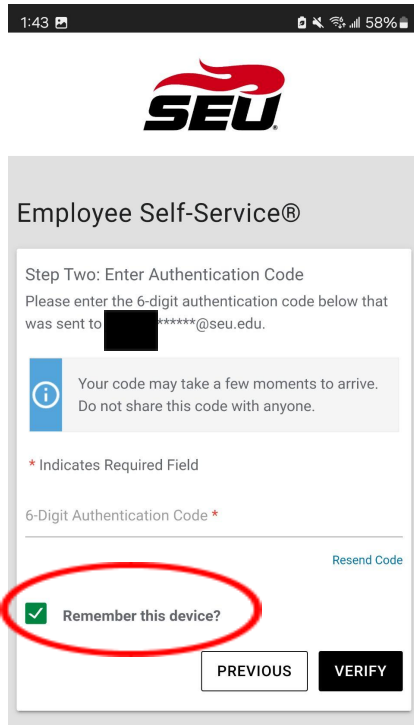
5. You will be prompted with options to use biometric, create a PIN, postpone the reminder, deny being asked again.
- a. **We strongly recommend either using biometric or creating a PIN.**
- b. If you choose “Remind me later” or “Do not ask again”, you will need to sign into OneLogin each time you open the Paycom mobile app.



6. When you sign into Paycom on mobile, you will be prompted to verify your account. Select the button next to “Send an email to *****@seu.edu” and select Next.



7. Retrieve the 6-digit code from your SEU email. It will come from systemmessage@paycomonline.com.
8. Enter that code into the Paycom app and make sure to **select the “Remember this device” checkbox** so that you don’t have to re-verify this email address at each login. Select Verify.



9. You are now logged into Paycom on the mobile app.