



Welcome to URTA Paymaster Services

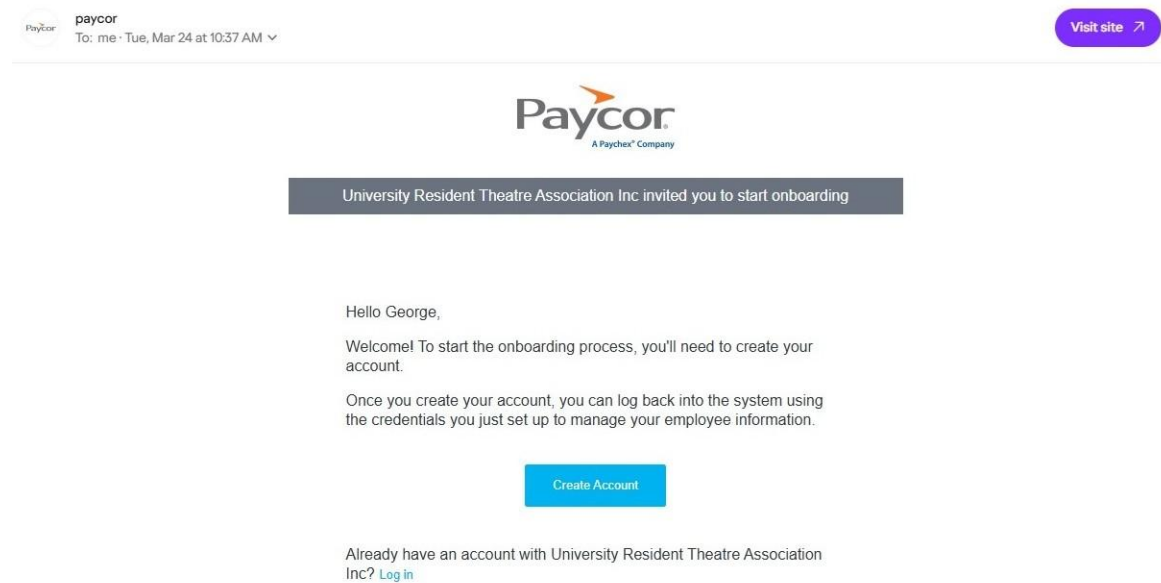
This guide will help you complete your registration for URTA paymaster services powered by **Paycor**, a secure online platform for processing payroll.

Important: Protecting Your Information

URTA **does not accept** sensitive personal information (such as W-4 forms or banking details) via fax, mail, or email. You will enter all required information directly into your Paycor profile to ensure the security of your data.

Step 1: Look for an Email from Paycor

Once URTA receives your name and email address from your producer, you will receive an email from **Paycor.com**. It will look something like this:



Click the **“Create Account”** button to begin registration. Note: do not simply navigate to Paycor.com to create an account. You will need a personal code which only pre-populates by using the Create Account button in your email.

What If I Already Have A Paycor Account With Another Employer?

If you have been paid through Paycor by a previous employer, you must still follow the dedicated link and prompts to create a profile in URTA's employer system. There will be a point in the process where the system will ask if you'd like to "merge your previous account". You can combine your URTA profile with your existing one at that point.

Step 2: Confirm Your Identity

You will be taken to the Let's Get Started page to confirm your identity. You will need to enter your last name and your email (this should be the same address which received the initial Paycor email). Notice the Access Code is prepopulated for you.

✓ **Enter your last name exactly as it appears in the email you received**—even if there is a misspelling or it reflects your legal name instead of your preferred/professional name. You'll be able to edit this later, after registration is complete.

WELCOME
LET'S GET STARTED

1 2 3 4
Basic Information Sign-In Credentials Multi-Factor Authentication Security Questions

Start the signup process by telling us a little bit about who you are. We'll verify your identity against the information your employer has provided.

* Language
English

* Access Code
PU515RCZ719IB

* Last Name

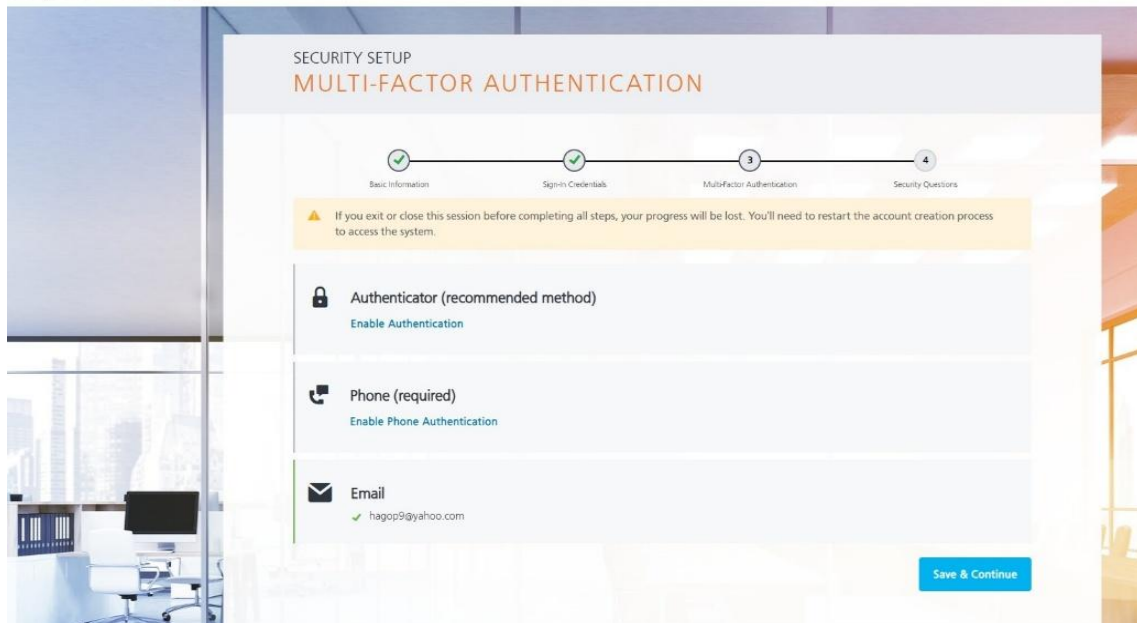
* Email
hagop9@yahoo.com

You received an access code via email. To make things even easier, we filled out this field for you.

Cancel Next

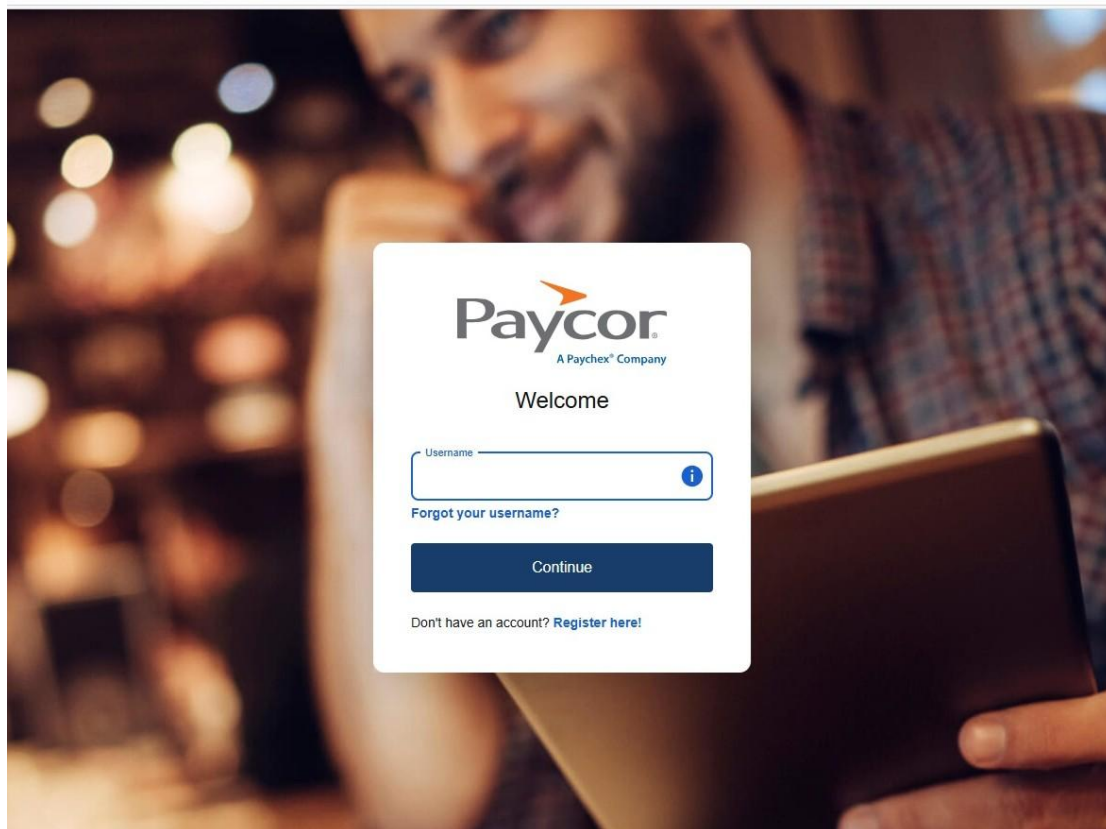
Step 3: Verify with Two-Factor Authentication

After confirming your identity, Paycor will text a security code to your phone. This **two-factor authentication** adds an extra layer of protection for your account.



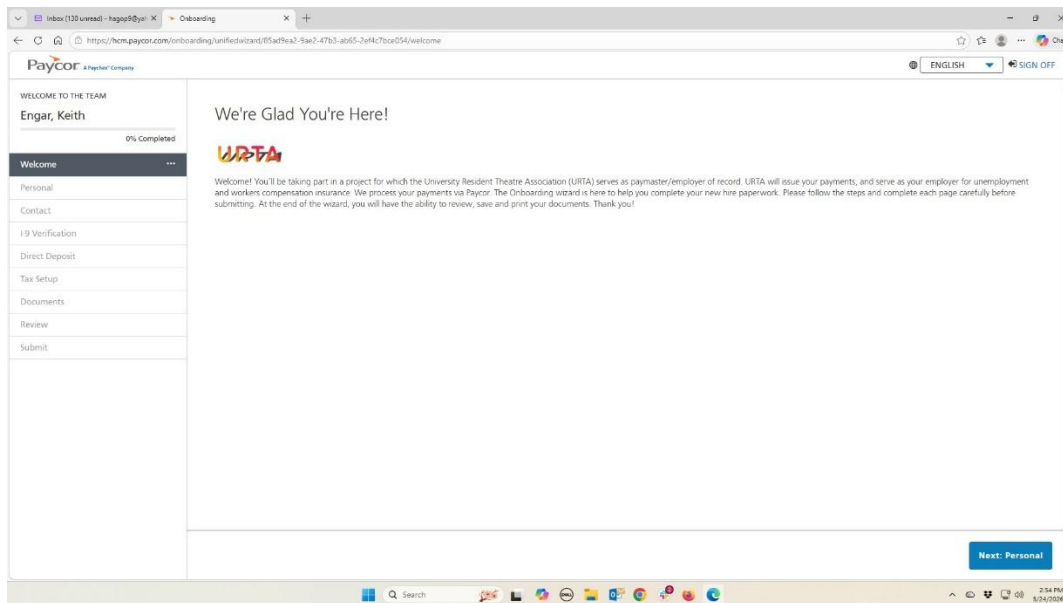
Step 4: Create Your Paycor Login

You'll now create a **User ID and password** for Paycor account.



Once you've completed registration, you can log into your Paycor account. However, you are not done! You must now complete your required payroll information.

The first time you log in, you will see a welcome page that looks something like this.



You will see a list of tasks to complete on the left-hand side.

To access your account in the future, you may go to Paycor.com and choose the sign in button at the top.

Step 5: Complete Your Onboarding Tasks

In order for us to pay you for your work, we need some information. This may include:

- Personal information
- Tax forms (federal, state, and local)
- Direct deposit / banking information

Paycor will guide you through, beginning with personal information.

Note: the birth date must include 'slashes'; as in 12/31/1984

The screenshot shows the 'Personal' information page in the Paycor onboarding system. The page is titled 'Personal' and shows a progress bar at 11% completion. The left sidebar lists various onboarding steps: Welcome, Personal, Contact, I-9 Verification, Direct Deposit, Tax Setup, Documents, Review, and Submit. The main content area contains the following fields:

- Prefix/Title:** A dropdown menu with the text 'Please select an option'.
- Legal First Name:** A text input field with the placeholder text 'If different than First Name'.
- * First Name:** A text input field containing 'Keith'.
- * Last Name:** A text input field containing 'Engar'.
- Middle Name:** An empty text input field.
- Miscellaneous:**
 - * Birth Date:** A date picker field showing '03/18/1973'.
 - Age:** A text field showing '53'.
 - * Social Security Number:** A text input field showing '****-4309'.
 - * Sex:** A dropdown menu showing 'Male'.
 - Gender Identity:** A dropdown menu with the text 'Please select an option'.

At the bottom right of the form, there are two buttons: 'Back to Welcome' and 'Next: Contact'.

You must also review and sign the pre-populated federal i-9 form.

The screenshot shows the 'I-9 Review' page in the Paycor onboarding system. The page is titled 'I-9 Review' and shows a progress bar at 33% completion. The left sidebar lists various onboarding steps: Welcome, Personal, Contact, I-9 Verification, Direct Deposit, Tax Setup, Documents, Review, and Submit. The main content area displays a pre-filled USCIS Form I-9, 'Employment Eligibility Verification'.

The form header includes the USCIS logo, the title 'Employment Eligibility Verification', the Department of Homeland Security, and the U.S. Citizenship and Immigration Services. The form number is 'USCIS Form I-9' with OMB No. 1615-0047 and an expiration date of 07/31/2026.

The form contains the following information:

- Section 1. Employee Information and Attestation:**
 - Last Name (Family Name): Engar
 - First Name (Given Name): Keith
 - Middle Initial (if any):
 - Other Last Names Used (if any):
 - Address (Street Number and Name): 7910 34th Avenue
 - Apt. Number (if any):
 - City or Town: Flushing
 - State: NY
 - ZIP Code: 11372
- * Last 4 digits of SSN:** An empty text input field.
- * Electronic Signature:** An empty text input field.

At the bottom right of the form, there are two buttons: 'Back to Contact' and 'Sign & Continue'.

We also need you to upload a copy of your supporting ID. You may drag and drop pdf files or most image files, such as a .jpg

👉 **Tip:** Using a mobile device? Be sure to scroll all the way down to find and complete all required fields.

We have found people often miss items toward the bottom, especially on the i-9 pages—see images:

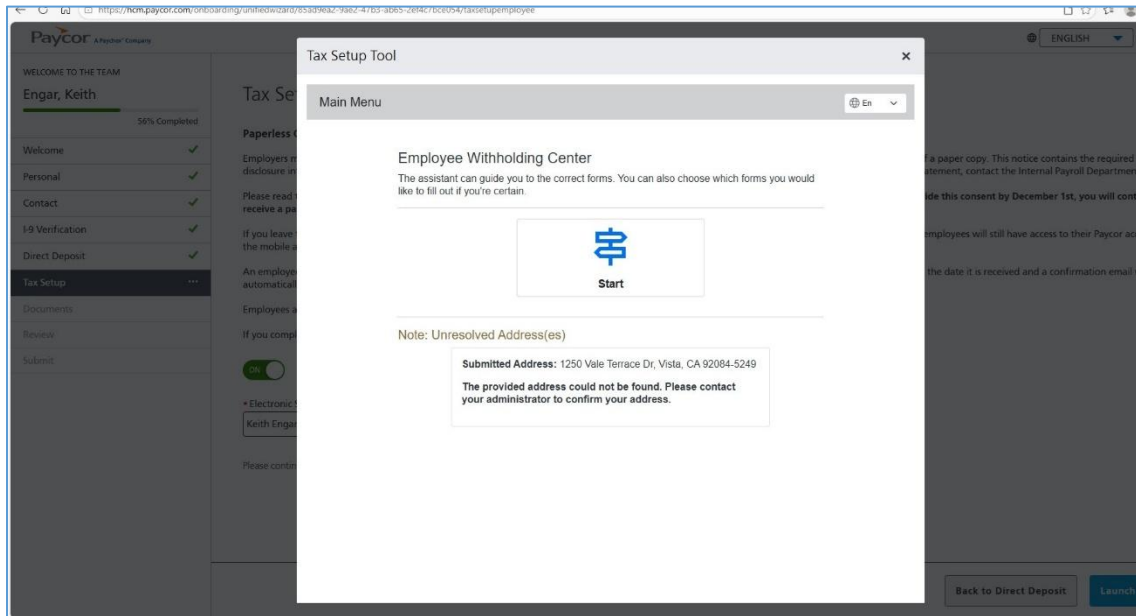
Direct Deposit vs. Paper Check

✦ **Important:** If you do not enter a direct deposit account, your payment will be issued as a **paper check** and mailed to your home address.

- Checks are mailed on your pay date but may take up to **7 business days** to arrive.
- For security reasons, **we cannot mail checks to your workplace or performance venue.**

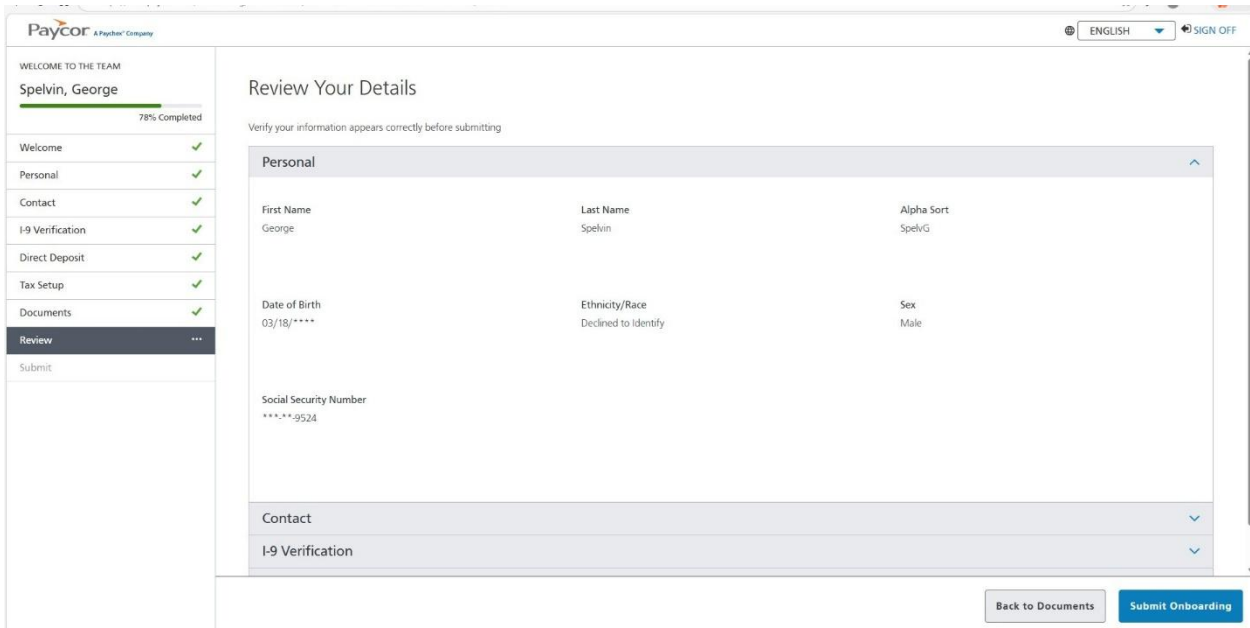
We strongly encourage you to provide information for direct deposit. Being paid with a physical check can result in delays in your receiving payment, and the opportunity for the check to be lost or stolen.

Paycor will automatically offer tax forms based on your home and work locations. Please know that URITA cannot advise or recommend how to complete your tax status, withholdings, etc. If you have questions on how to complete your tax profile, you should consult with your tax specialist.

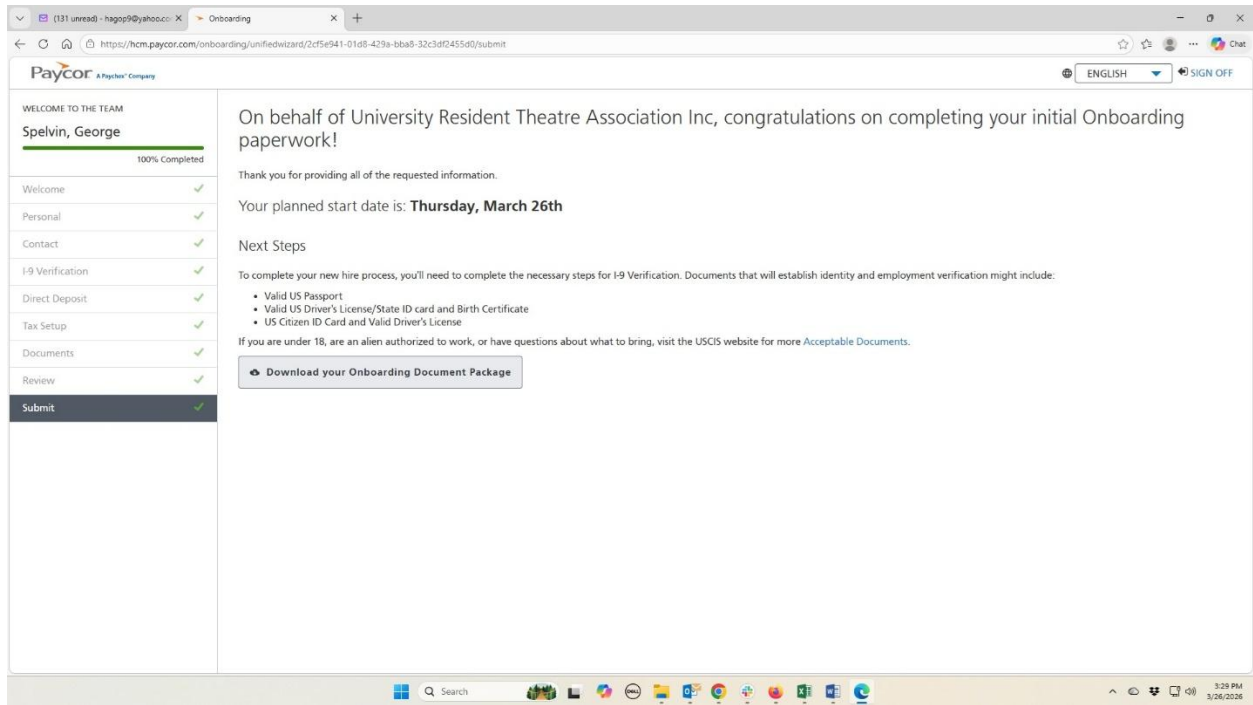


Step 6 Review Your Information and Submit

Once you've completed your tasks, you'll have the opportunity to review your answers.



Next, click the Submit Onboarding button and you are done!



Your New Profile

Once you have submitted your onboarding information, it must be approved by URITA (please allow up to 48 hours). Once approved, your profile is ready to use. It will look like this when you log in.

