



Welcome to URTA Paymaster Services

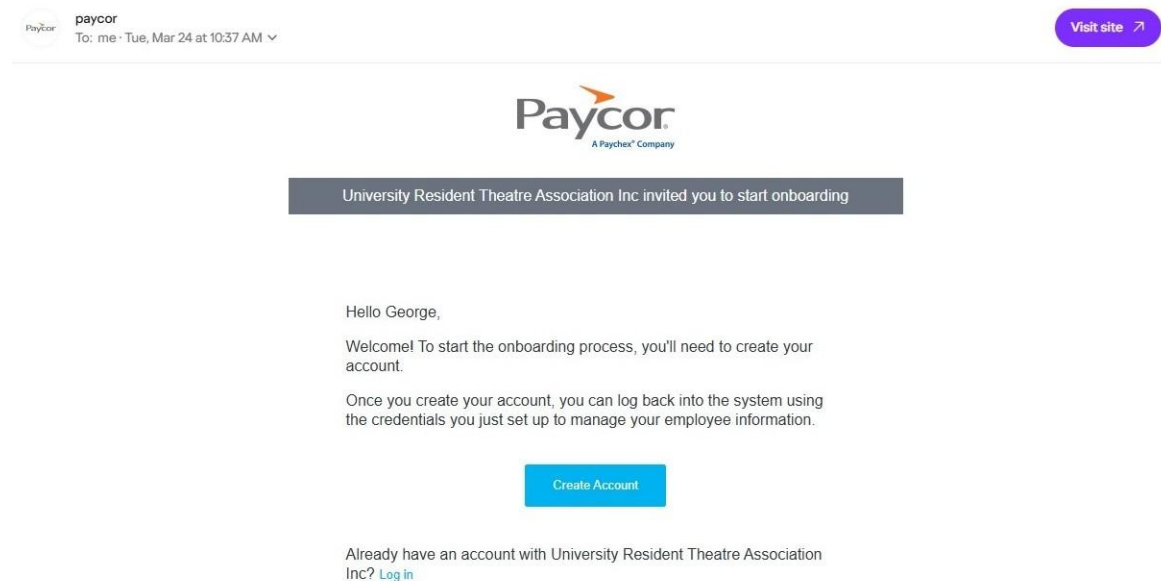
This guide will help you complete your registration for URTA paymaster services powered by **Paycor**, a secure online platform for processing payroll.

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
PU515RCZ7191B

* 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.

The screenshot shows the 'SECURITY SETUP' page for 'MULTI-FACTOR AUTHENTICATION'. At the top, a progress bar indicates four steps: 1. Basic Information (completed), 2. Sign-in Credentials (completed), 3. Multifactor Authentication (current step), and 4. Security Questions. A warning message states: 'If you exit or close this session before completing all steps, your progress will be lost. You'll need to restart the account creation process to access the system.' Below this, there are three sections for enabling authentication methods: 'Authenticator (recommended method)' with an 'Enable Authentication' link, 'Phone (required)' with an 'Enable Phone Authentication' link, and 'Email' showing the address 'hagop9@yahoo.com' with a green checkmark. A 'Save & Continue' button is at the bottom right.

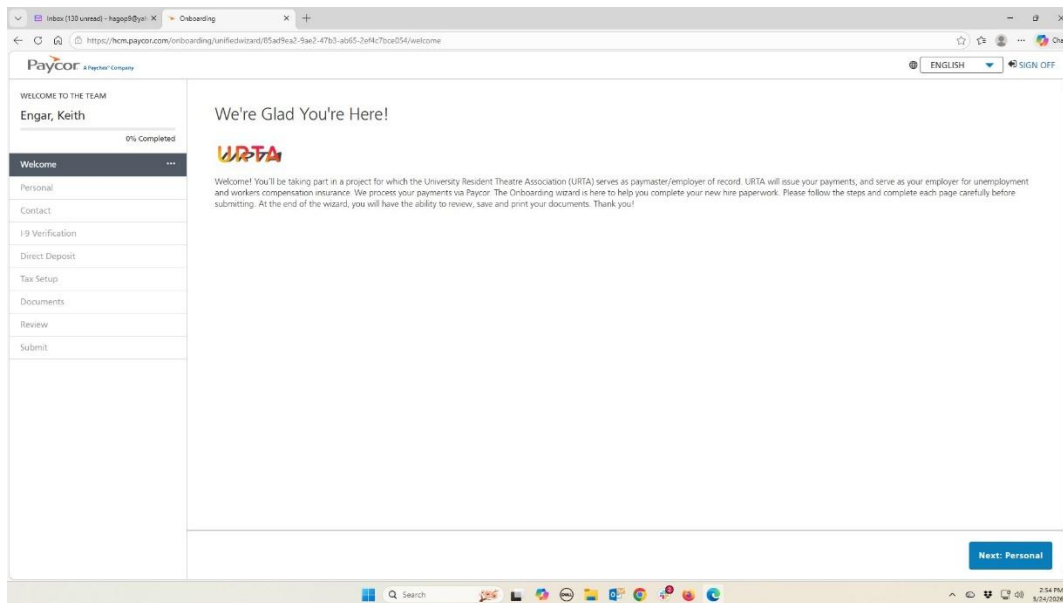
Step 4: Create Your Paycor Login

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

The screenshot shows the Paycor login page. At the top is the Paycor logo and 'A Paychex® Company'. Below it is the word 'Welcome'. There is a 'Username' input field with an information icon to its right. Below the field is a link that says 'Forgot your username?'. A dark blue 'Continue' button is below the link. At the bottom, there is a link that says 'Don't have an account? Register here!'. The background of the page is a blurred image of a man smiling while holding a tablet.

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

Paycor A Paycom Company

WELCOME TO THE TEAM
Engar, Keith
11% Completed

Personal

Prefix/Title: Please select an option

Legal First Name: If different than First Name

* First Name: Keith

* Last Name: Engar

Middle Name

Miscellaneous

* Birth Date: 03/18/1973 Age: 53

* Social Security Number: ****-4309

* Sex: Male Gender Identity: Please select an option

Back to Welcome Next: Contact

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

Paycor A Paycom Company

WELCOME TO THE TEAM
Engar, Keith
33% Completed

I-9 Review

Edit I-9 Data Download as PDF

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the **Instructions**.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

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

By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information you provided; the citizenship or immigration status you selected; and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

* Last 4 digits of SSN

* Electronic Signature

Back to Contact 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

Paycor A Paycom Company

WELCOME TO THE TEAM
Engar, Keith
33% Completed

Welcome ✓
Personal ✓
Contact ✓
I-9 Verification ...
Direct Deposit
Tax Setup
Documents
Review
Submit

⚠ We need to complete Section 2 of your I-9 Verification before you get paid! Please bring documents that will establish identity and employment verification with you on your first day. These might include:

- Valid US Passport
- Valid US Driver's License/State ID card and Birth Certificate
- US Citizen ID Card and Valid Driver's License

If you are under 18, are an alien authorized to work, or have questions about what to bring, visit the USCIS website for more Acceptable Documents.

If your I-9 selections are incorrect, you may start over.
[Restart I-9 Verification.](#)

Supporting Documents

You have the option to upload supporting documents for the I-9 Form. Please ensure your documents are named appropriately before uploading.

Document List Type
List A - Identity & Employment Authorization

List A Document Title
U.S. Passport or U.S. Passport Card

List A: U.S. Passport

Choose File
or Drag and Drop

[Back to Contact](#) [Next: Direct Deposit](#)

✦ **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:

Paycor

WELCOME TO THE TEAM
Smith, Kerry
55% Completed

Welcome ✓
Personal ✓
Contact ✓
Tax Credit Screening ✓
I-9 Verification ...
Direct Deposit ✓
Tax Setup ✓
Additional Information
Documents
Review
Submit

this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

[Read I-9 Instructions](#)

* Work Eligibility
Please select an option

Hide the Following:

The following fields are optional on the I-9 form. Please select the fields you wish to exclude.

☐ Social Security Number
☐ Email Address
☐ Phone Number

Preparer and/or Translator Certification (select one):*

☒ I am completing this form without a preparer or translator.
☐ A preparer(s) and/or translator(s) is assisting me in completing this I-9 form.
If you select this option, you will need to complete I-9 form manually.

[Skip I-9 Verification](#) [Back to Tax Credit Screening](#) [Save & Continue](#)

Paycor

WELCOME TO THE TEAM
Smith, Kerry
55% Completed

Welcome ✓
Personal ✓
Contact ✓
Tax Credit Screening ✓
I-9 Verification ...
Direct Deposit ✓
Tax Setup ✓
Additional Information
Documents
Review
Submit

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial (If Any) _____

Address (Street Number and Name) _____ City or Town _____ State _____ ZIP Code _____

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial (If Any) _____

Address (Street Number and Name) _____ City or Town _____ State _____ ZIP Code _____

By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information you provided, the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

* Last 4 digits of SSN _____ * Electronic Signature _____

Back to Tax Credit Screening Sign & Continue

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 A Partner Company

WELCOME TO THE TEAM
Spelvin, George
44% Completed

Welcome ✓
Personal ✓
Contact ✓
I-9 Verification ✓
Direct Deposit ...
Tax Setup
Documents
Review
Submit

Set up a direct deposit using the bank account information.

PAY TO THE ORDER OF _____ DATE _____

_____ \$ _____ DOLLARS

123456789 000123456789 123

Routing Number Account Number

Primary NET Account

The Primary NET account will receive the entire paycheck unless additional direct deposits are added below.

Bank Name _____

☒ Activate Account

* Routing Number e.g. 123456789

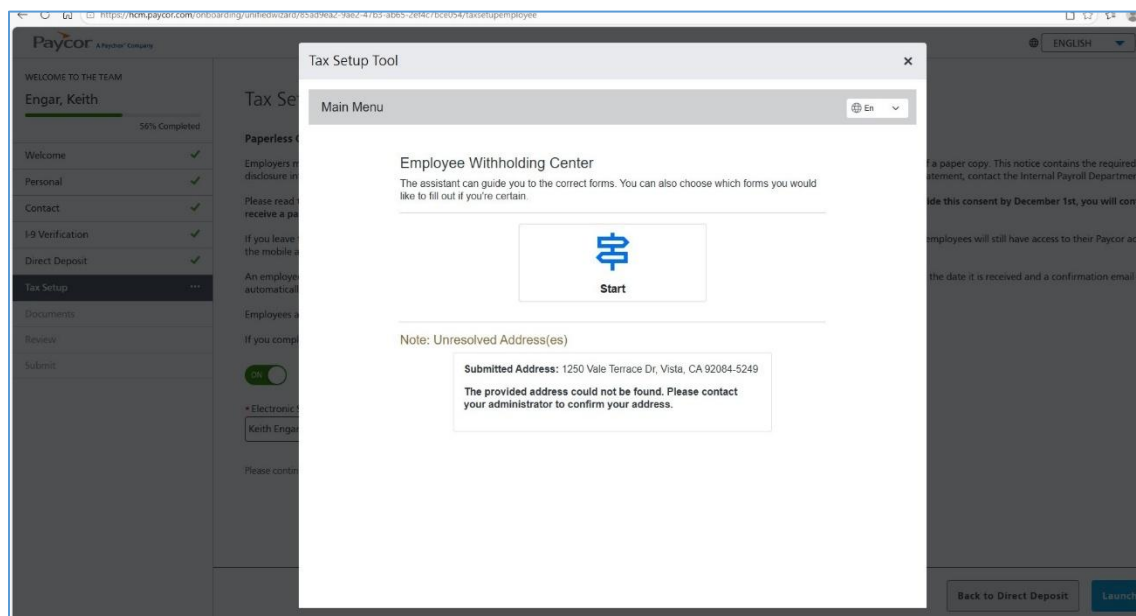
* Account Number e.g. 0000000000

* Confirm Account Number e.g. 0000000000

* Account Type _____

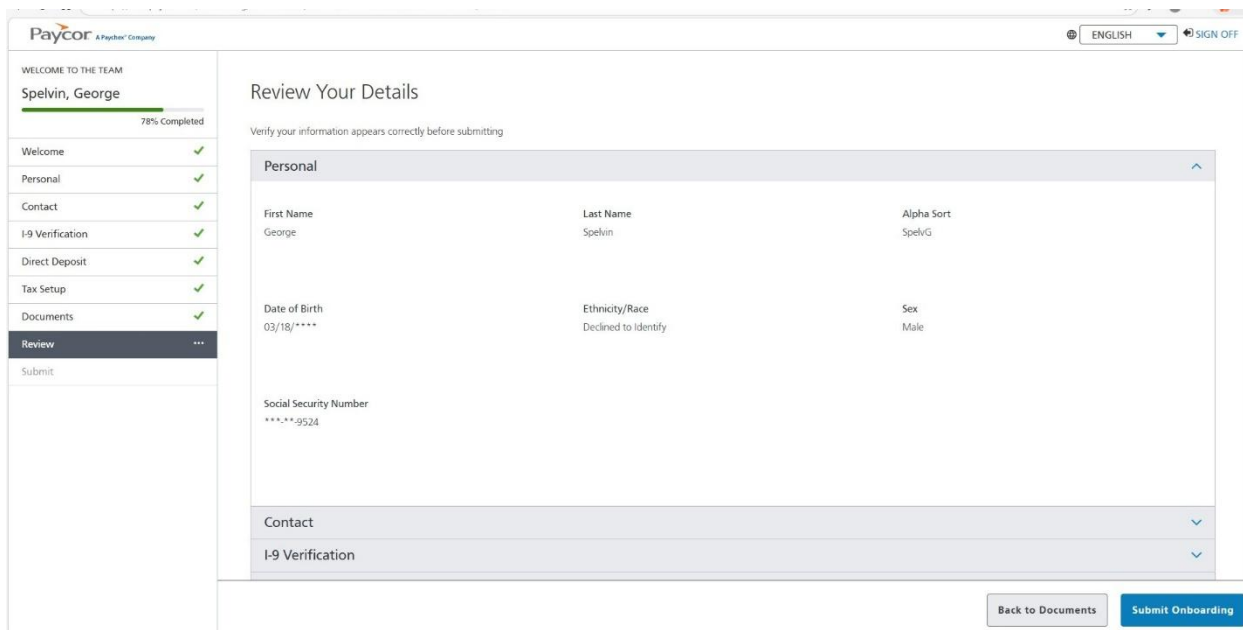
Skip Direct Deposit Back to I-9 Verification Next: Tax Setup

Paycor will automatically offer tax forms based on your home and work locations. Please know that URTA 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.

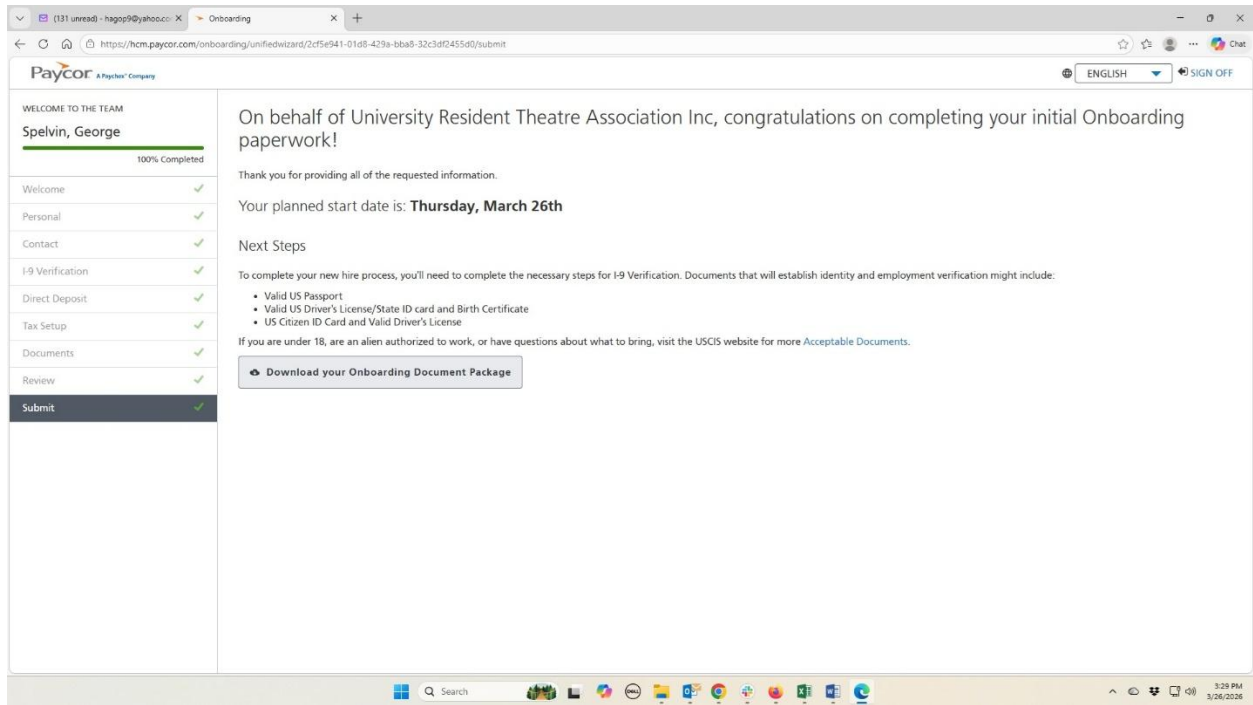


Step 6 Review Your Information and Submit

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 URTA (please allow up to 48 hours). Once approved, your profile is ready to use. It will look like this when you log in.

