

CORPORATE PAYROLL SERVICES

Registration

Once your employer sends you the registration email, you will be invited to activate your login.

*Please note that the link expires in 30 days.

Welcome to the CPS Portal Registration!

CPS Portal Registration <cpssmtp@corpay.com> to me -

Welcome to the Corporate Payroll Services Portal. To activate your login please click on the link below to complete the remaining information on the registration page. Upon successful registration you'll be redirected to the portal login page:

5:06 PM (0 minutes ago)

67

https://mypay.corpay.net/Register.aspx?CompanyID=DEMOCO&Email=ralley@corpay.com& CryptKey=df0bb3d6-f533-4182-94cb-8e8b55a9596e

Please note that this link will expire in 30 days. In the future to access the Portal please visit: "<u>https://mypay.corpay.net</u>

In order to download prior check stubs or W-2's you must login using a supported browser. Currently Chrome, Firefox and Internet Explorer 9 or greater are supported

Registration

Once redirected to the registration page, all fields other than Social Security Number (SSN) and Password will be filled out automatically.

You will need to enter your SSN, a password, and 3 security questions of your choice.

of your choice. Please note the specific password requirements listed on the screen.

CPS Employee Portal Registration

email@gmail.com
DEMOCO
400623fd-7486-41c5-8f85-626f112e3
o 20 characters in length er from

Security Question 1 Security Question 2 Security Question 3

Register

Employee Information

The default home page is the Employee Information screen.

Depending on the settings chosen by your employer, you can view and edit personal information.

You can return to this screen via My Info -> Employee Info.

CORPORATE PAYROLL SERVICES	Employee Info
My Info +	Employee Info
Pay History	Tax Info
My Apps	Address 1: 1234 Oak View Address 2: Apartment 204

CORPOR PAYRO SERVICES	LL	Emplo	yee Information
My Info	•	Last Name:	Anderson
Pay History	•	First Name: Middle Initial:	Rachel
My Apps	•	Address 1: Address 2:	1234 Oak View Drive Apartment 204
		City: State: Zip Code: Email: Cell Number:	Charlotte Select • 28262- • email@gmail.com • - Activate Cellphone
			SAVE Change Password

INTRODUCING CPSGO EMPLOYEE!

Now on Google Play and Apple App Store!



CPSGo Employee, our employee-centric mobile app, gives employees easy access to their pay information on the go.

With CPSGo Employee, employees can:

- View and download paystubs
- View and download tax forms (W2's and 1099's)
- Update personal information such as home address and tax filing status if you allow it
- O Clock in and Clock out*
- View time entries*
- * These features are only available if the employer subscribes to NetClockIn.
- Request time off*

All while on the go from their cell phone or tablet.

APP LOGIN	±
	CORPORATE PAYROLL
	Go SERVICES
	Password Enter Password
	Sign In
	Forgot Password?
	Help
	© 2021 Corporate Payroll Services. All rights reserved.

Sign In	± ≅ ● ▼∡ 17:34
	CORPORATE PAYROLL SERVICES
	Email testcps
	Password
	Sign In
	Forgot Password?
	Help
	Privacy
	© 2021 Corporate Payroll Services. All rights reserved.

NO REGISTRATION SENT

The email address used to access CPSGo has not been registered for EE Portal access.

You must

- Verify email address with Payroll (OC or IPR, respectively)
- Register using Admin Portal

<u>+ = 0</u>		♥⊿ 🛯 7:34
Email	D PAY	PORATE ROLL
Login Error		
Employee not f	found.	
Contact your p	ayroll administra	itor.
		ок
Forgot Passwor	rd?	
Help		
Privacy		
	ite Payroll Services.	All rights reserved.

NO CELL PHONE NUMBER

The cell phone number used to access CPSGo has not been registered.

The employee must

 Complete the Registration Information online using the link sent to them by their administrator

OR

 Update the Cell Number in the Registration Information on the My Info tab of the Employee Portal

			•/	7:34	
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Email					
Login Err	or				
Login Err Your registr - No cell nur	ation must	be update ered.	d.		
Your registr	ation must	be update ered.	d.	ок	
Your registr	ation must mber regist	be update ered.	d.	ок	
Your registr - No cell nur	ation must mber regist	be update ered.	d.	ок	
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Your registr - No cell nur Forgot Pass Help Privacy	ation must mber regist sword?	ered.	1		

DEVICE NOT FOUND

The devise has not been registered to access CPSGo. This may occur when an employee is attempting access on a device other than their registered cell phone.

The employee must

 Click Register and a code will be texted to the cell phone number on file for the employee

<u>+</u> 1 0			/ 1 7:34
CPS Go		ORA' ROI	
Email			
Device Not F	ound		
Device Not F Your device is no - Do you wish to	ot registered.	ice?	
Your device is no	ot registered. register this dev	ice? Cancel	Register
Your device is no	ot registered. register this dev		Register
Your device is no - Do you wish to	ot registered. register this dev		Register
Your device is no - Do you wish to Forgot Password? Help	ot registered. register this dev		Register
Your device is no - Do you wish to Forgot Password?	ot registered. register this dev		Register
Your device is no - Do you wish to Forgot Password? Help Privacy	ot registered. register this dev	Cancel	
Your device is no - Do you wish to Forgot Password? Help Privacy	ot registered. register this dev	Cancel	

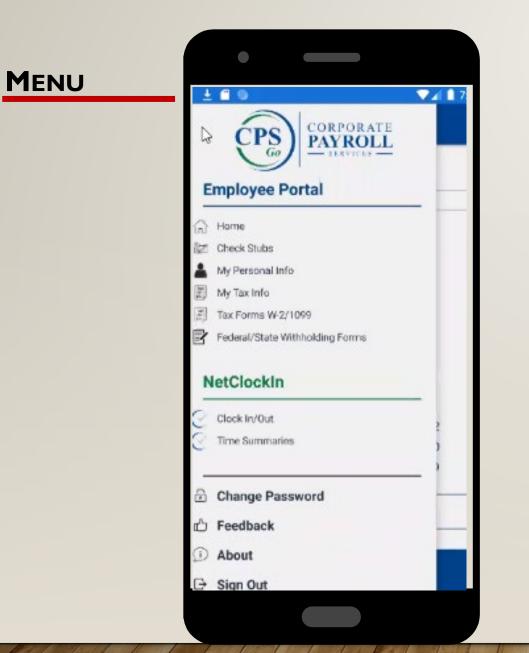
INCORRECT LOGIN REPETITIVELY

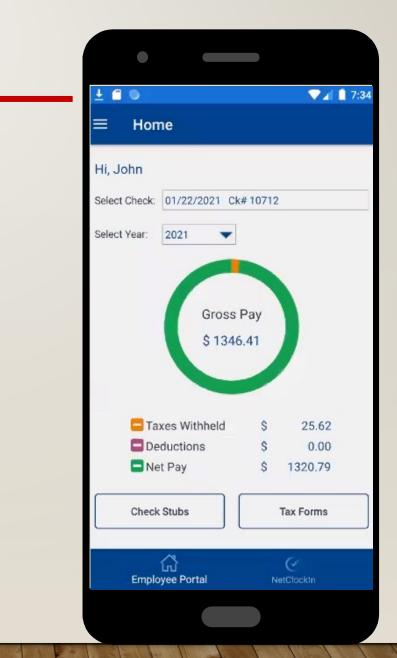
The employee has logged in too many times with the incorrect password.

You can

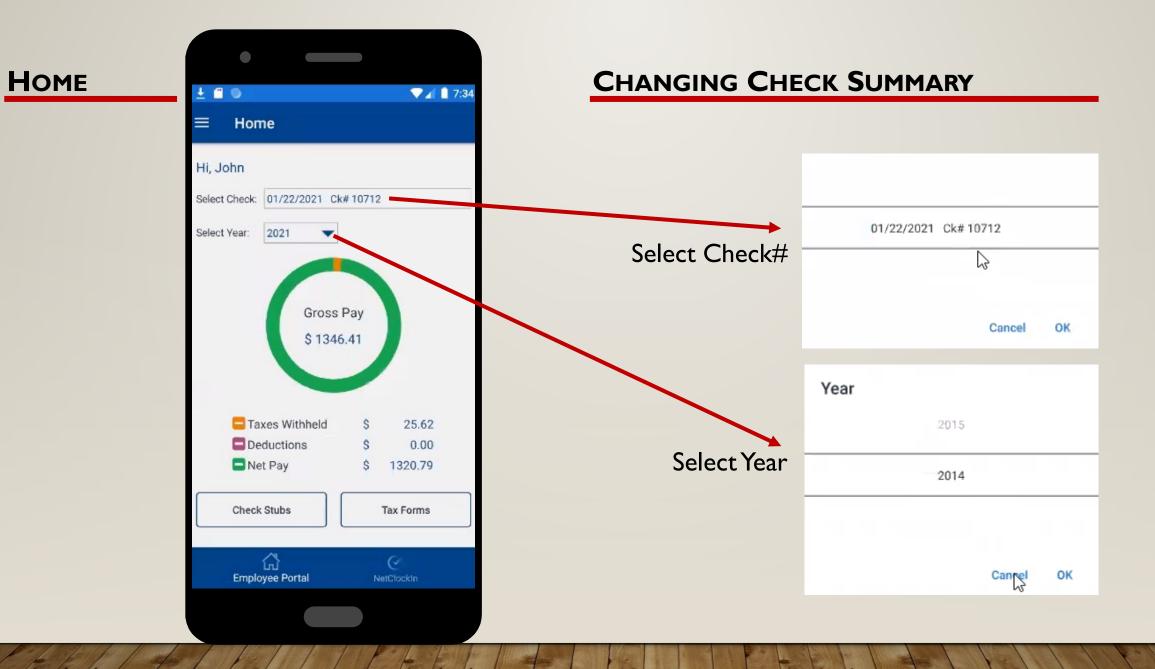
- Reset Invalid Login attempts if the employee knows the correct password
 - OR
- Reset Password for the employee

± @ ©	♥⊿ 🔒 7:34
CPS <i>Go</i>	CORPORATE PAYROLL SERVICES
Email	
Login Error	
Invalid Login Atter	npt
	e locked out after the 5th
invalid attempt.	OK
invalid attempt. Forgot Password?	ок
	ок
Forgot Password?	ок
Forgot Password? Help Privacy	OK ayroll Services. All rights reserved.
Forgot Password? Help Privacy	
Forgot Password? Help Privacy	



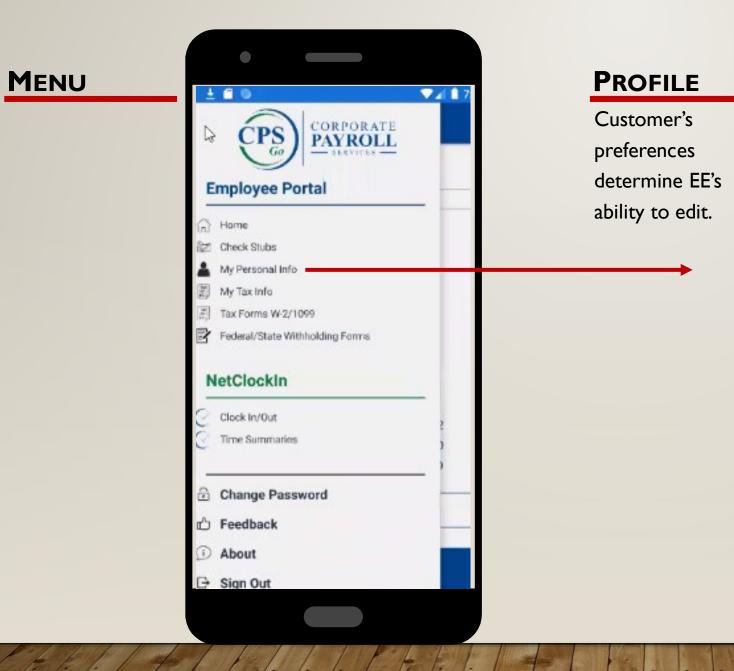


HOME



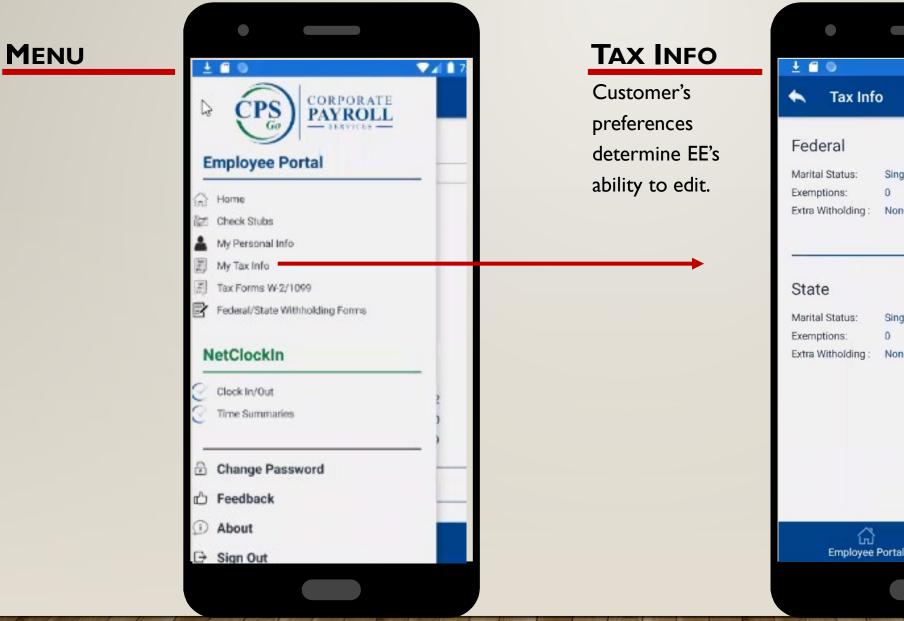
CHECK STUB	± 🕯 🛛	▼⊿ 🔒 7:35
Top of Screen	American Wholesale As	
	Select Check: 01/22/2021 Ck# 10712	
	Select Year: 2021 🔻	
	Check stubs are available for up to seven ye Contact your employer for all other requests	
	Orace Davis	01046 41
	Gross Pay:	\$1346.41 \$1320.79
	Net Pay:	\$1320.79
	Regular Hours:	37.1600
	Overtime Hours:	0.0000
	Other Hours:	0.0000
	Vacation Hours:	0.0000
	Sick Hours:	0.0000
	Other Pay:	\$1076.99
	Tips Reported:	0.0000
	uu	Slocktn

	•	
CHECK STUB	<u>+</u> = 0	🛡 🖌 📋 7:35
Bottom of Screen	🔦 🛛 American Wholesale	Associates
	Gross Pay:	\$1346.41
	Net Pay:	\$1320.79
	Regular Hours:	37.1600
	Overtime Hours:	0.0000
	Other Hours:	0.0000
	Vacation Hours:	0.0000
	Sick Hours:	0.0000
	Other Pay:	\$1076.99
	Tips Reported:	0.0000
	Deduction:	\$0.00
	Total Tax:	\$25.62
	Download Check St	ub
	Employee Portal	(NetClockIn

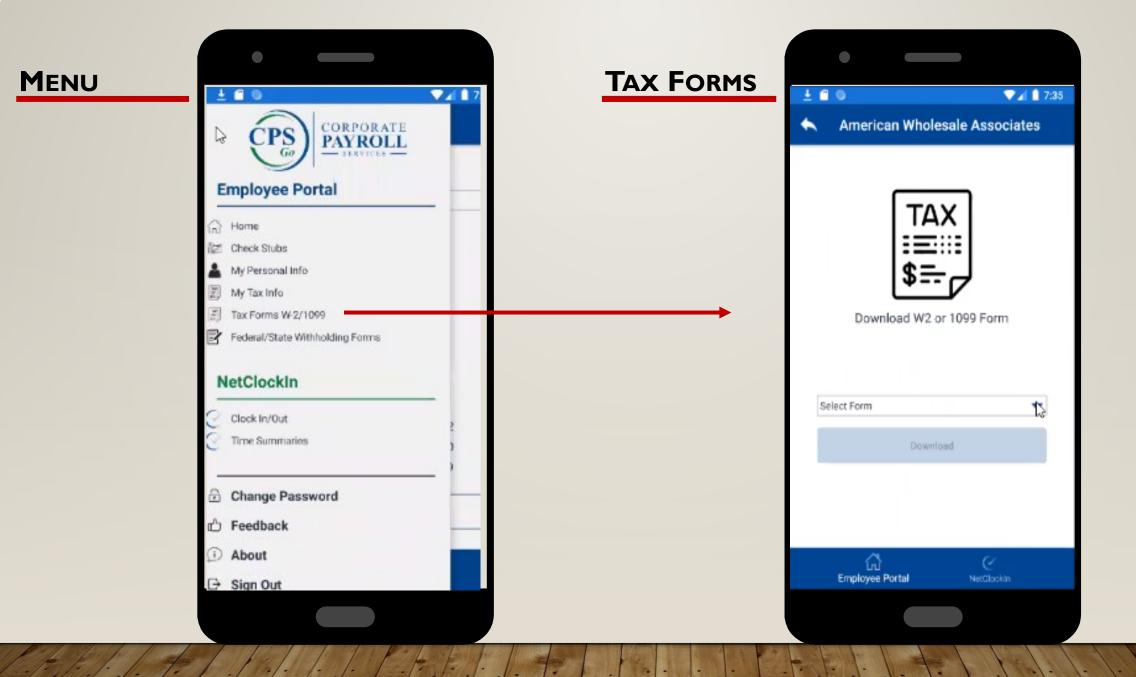


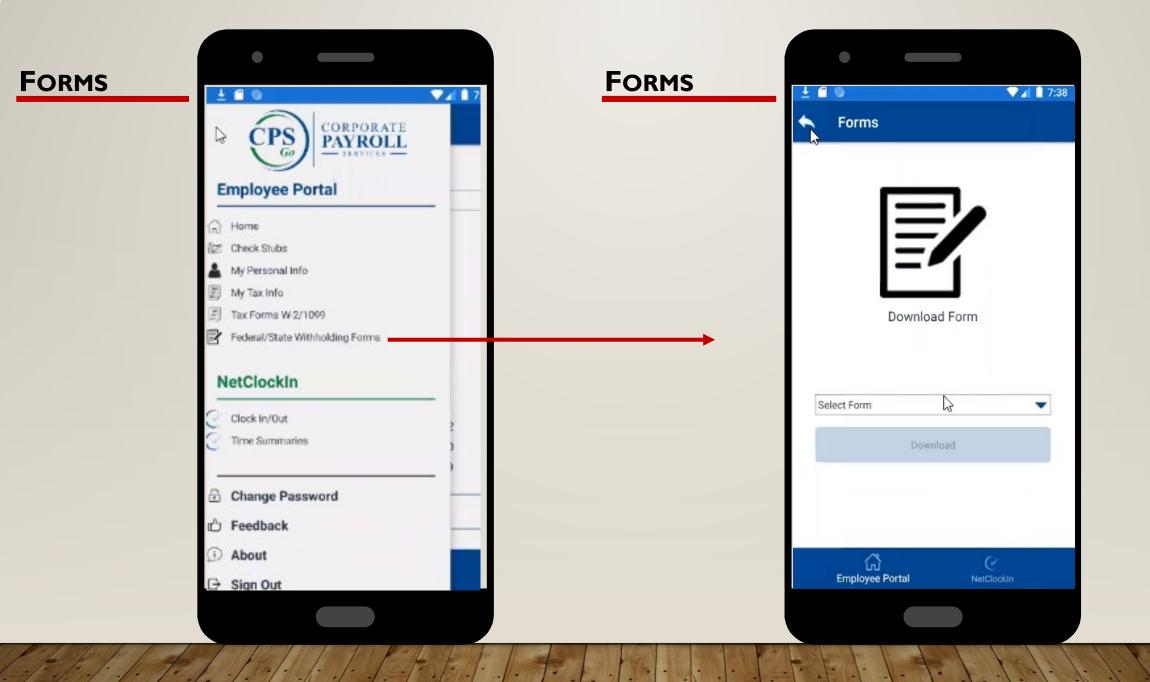
< Perso	onal Info
Last Name :	Doe
First Name :	John
Middle Initial :	
Address 1 :	1806 Stillbrock drive
Address 2 :	aptbbb
City :	Lawrenceville
State :	Georgia
Zip Code :	19053
Email :	testcpsgo@GMAIL.com
Cell Number :	(856) 979-3915
Available Hours	
TestVac :	0.000
TestingSick :	
	Edit Profile

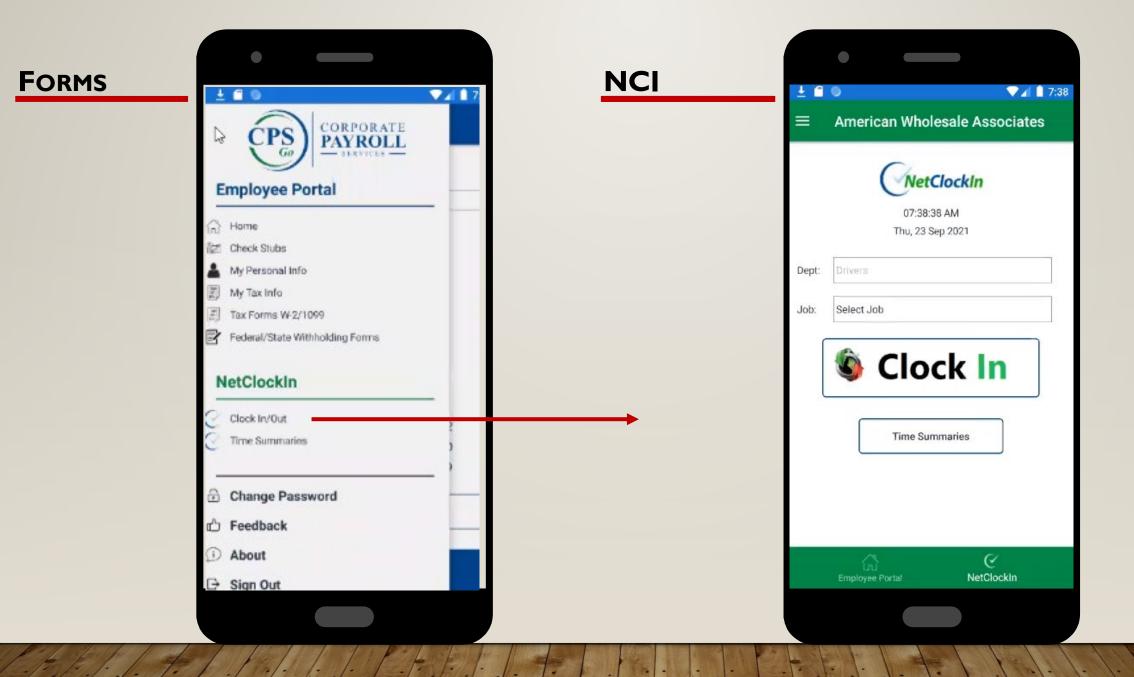
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▼⊿ 7: Single Or Married filing separately Extra Witholding: None Single None 2 **Employee Portal**

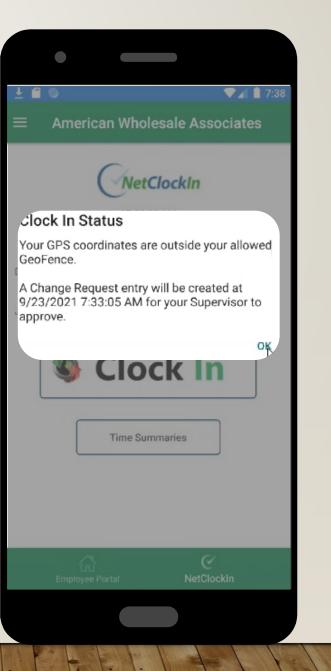


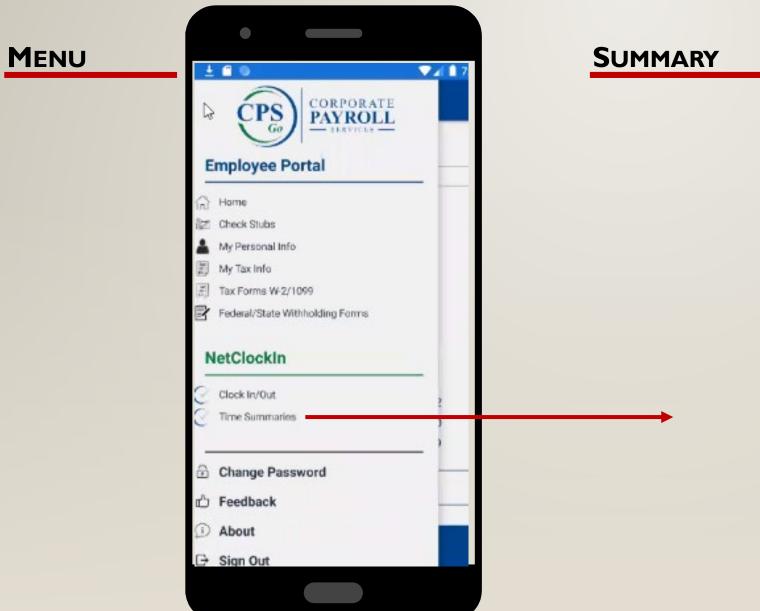




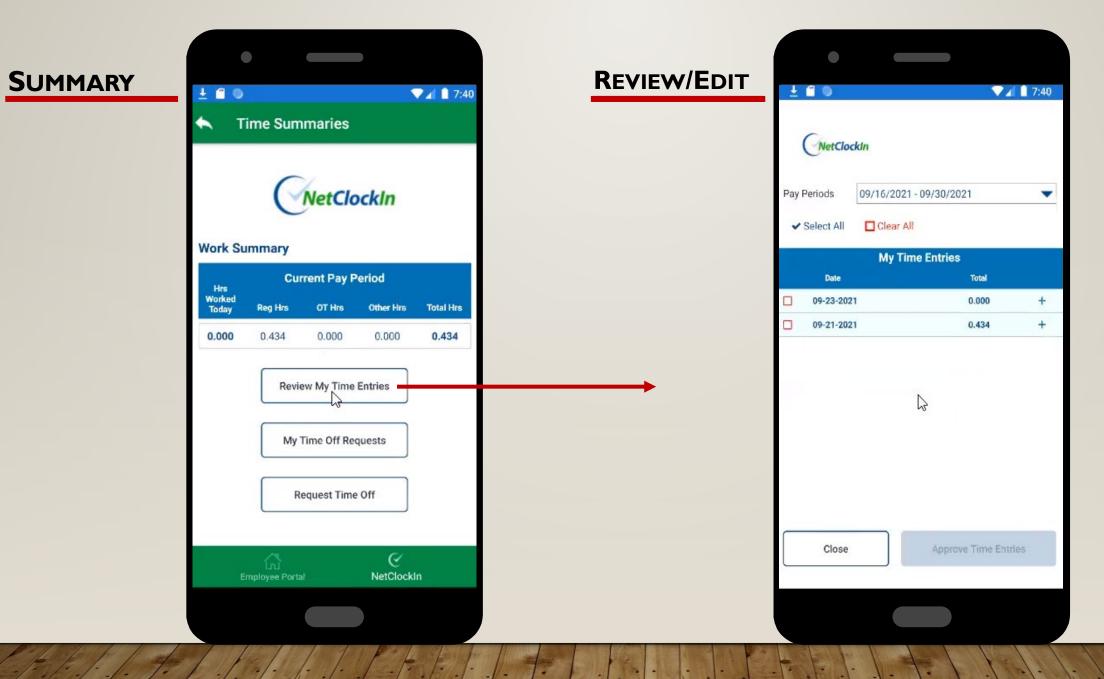
OUTSIDE THE GEOFENCE

If the employee is setup for GeoFence and they are outside the designed area, this message will appear.

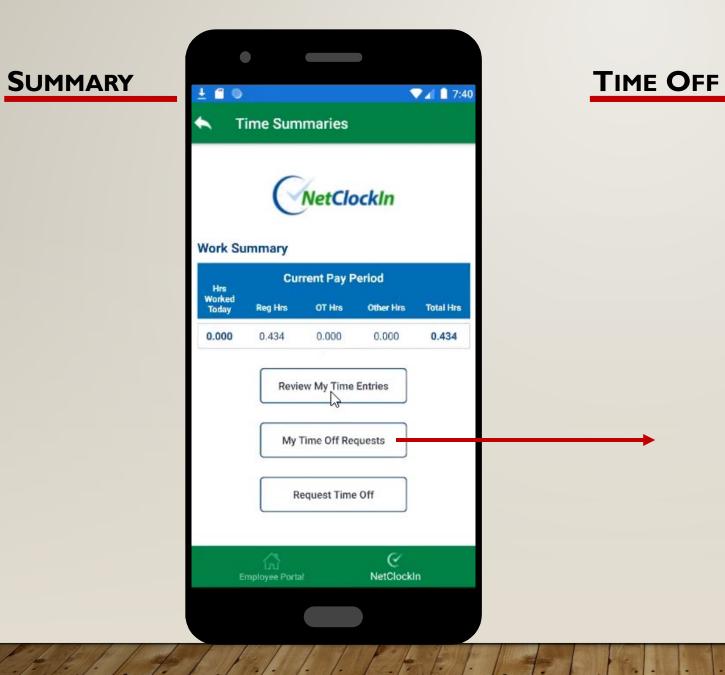




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			C	r.			09-21-2021			0.434		+
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