



## PAYCOM EMPLOYEE SELF SERVICE MOBILE LOG IN

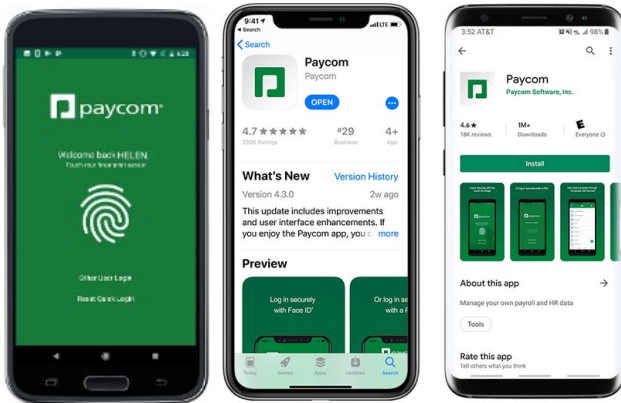
### STEP 1

Search "Paycom" on the App Store or Google Play



### STEP 2

Download the app.



### STEP 3

Enter your username, password and Social Security number's last four digits. Click "Log in". If your device has fingerprint or facial recognition, select "store credentials using fingerprint," and you will **not** need to enter your username or password going forward.

Employee Self-Service®

Manager on-the-Go

Username

OVA919678

Password

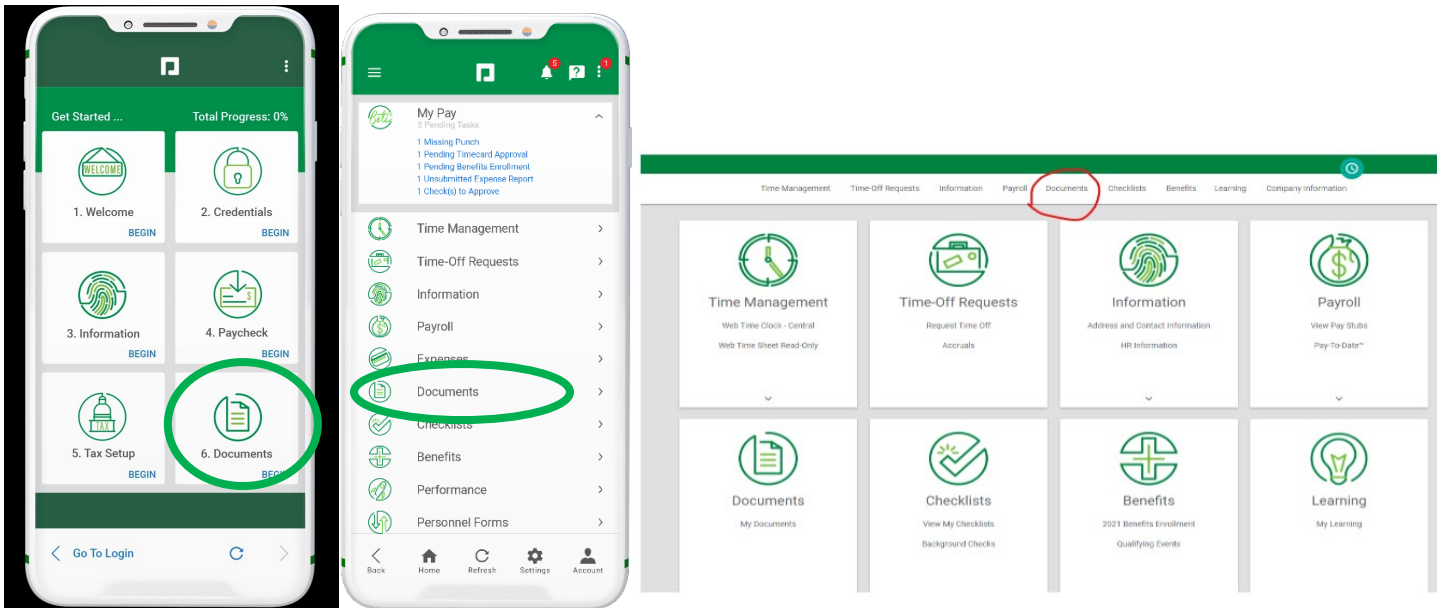
Last 4 of SSN

☒ Remember Me

LOGIN

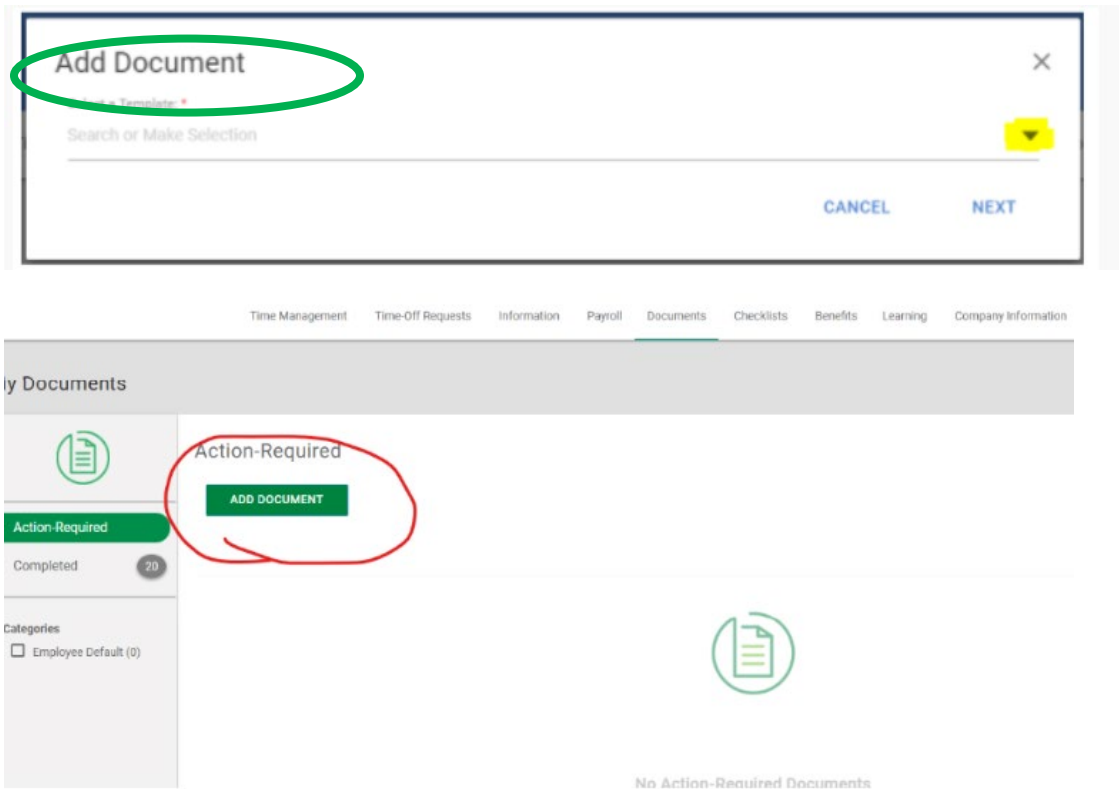
## STEP 4

Navigate to the Documents Section within your profile.



## STEP 5

Click Add Document button. (Clicking this button will prompt another window to open up.)



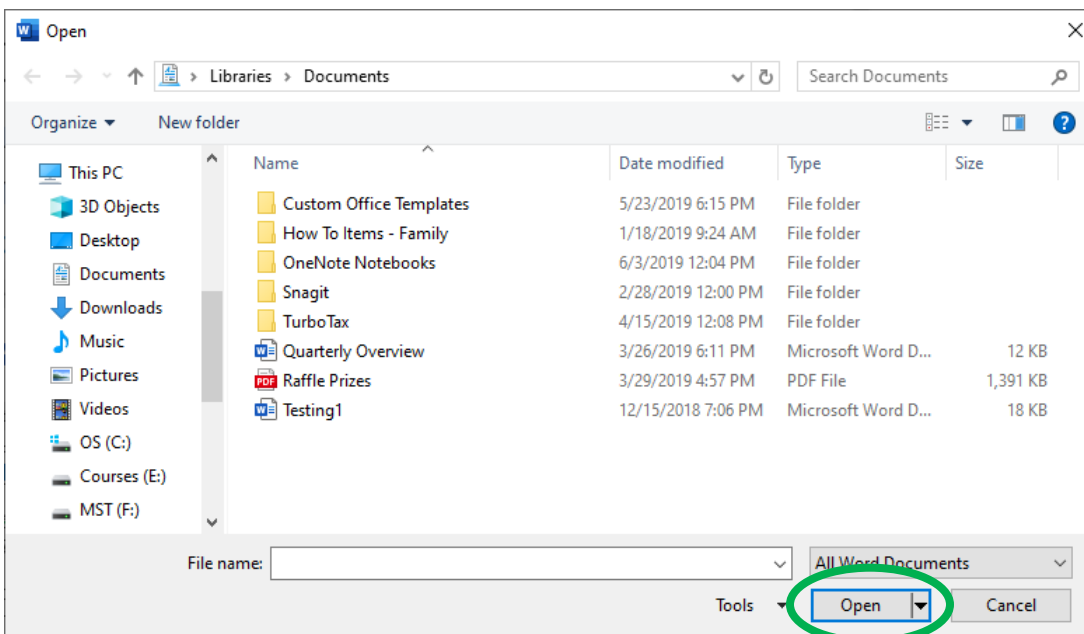
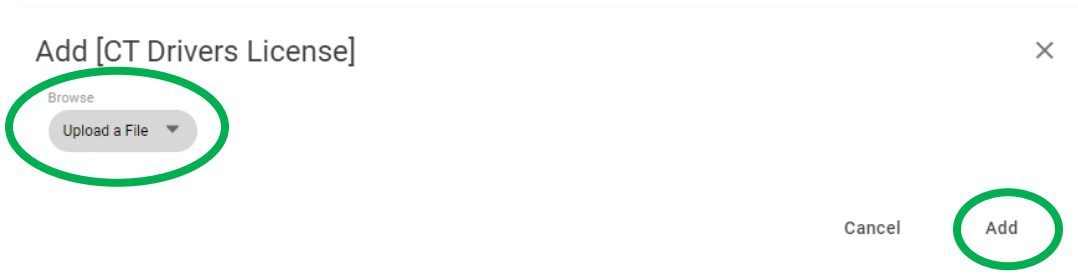
## STEP 6

Click the arrow, and you will see a list of document types available to upload. From here you can select the name of the document you will be uploading. Once you have selected the correct document name, click **Next** in the bottom right-hand corner of the window.



## STEP 7

Under **Browse** click the Upload a File drop down and select the location of the file. The Open window will display, locate the document you want to upload. Double click on your document or click on the document and click Open, and you should see it appear on the upper left-hand side of the window. Once you have selected the correct document, click **Add**.



## STEP 8

Once the document has been successfully uploaded you will receive a message Document was Successfully Uploaded.

