

## Introduction:

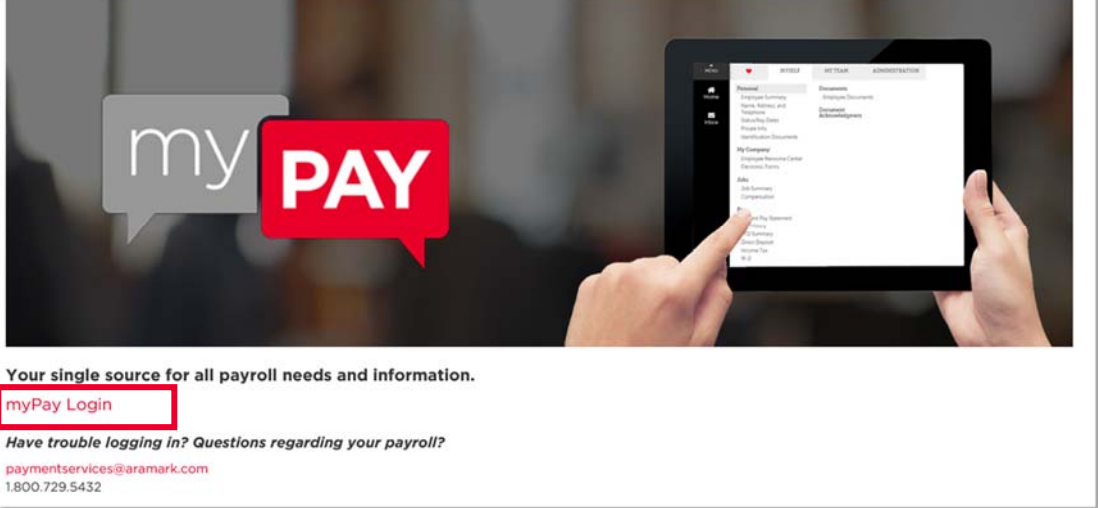
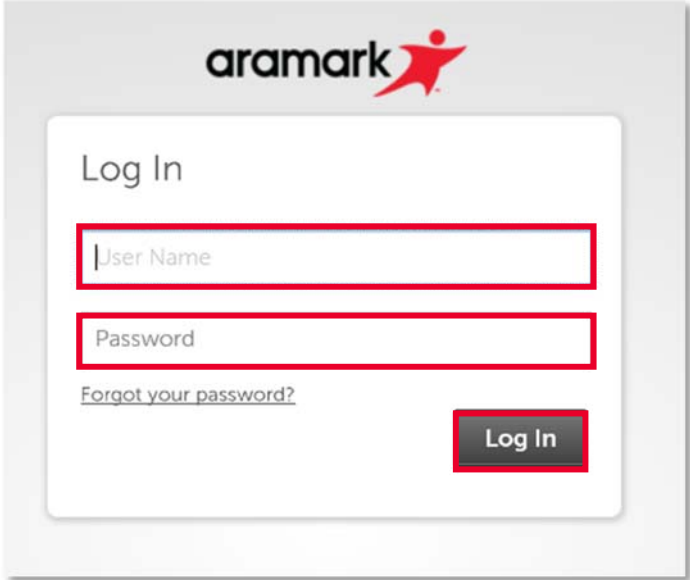
This document will provide you with the step-by-step introduction to accessing and logging into the *myPay* system for the first time.

### Disclaimer:

- Data used in this topic is for demonstration purposes only.

## System Steps:

### Logging in to myPay for the first time

Step	Action	
1.	In a browser window, enter <a href="http://mypay.aramark.com">mypay.aramark.com</a> .	
2.	<p>On the landing page, click the <b>myPay Login</b> link.</p>  <p><b>myPay Info</b></p> <p>Your single source for all payroll needs and information.</p> <p><b>myPay Login</b></p> <p><a href="#">Have trouble logging in? Questions regarding your payroll?</a></p> <p><a href="mailto:paymentservices@aramark.com">paymentservices@aramark.com</a> 1.800.729.5432</p>	
3.	<p>Enter the <b>Username</b> and <b>Password</b>.</p> <ul style="list-style-type: none"> <li><b>Note:</b> The Username is your employee id with a "0" in front of it. For example, the Username would be 0 + 8 digit employee id or "012345678".</li> <li><b>Note:</b> The Password is your birthdate. The format for the password is MMDDYYYY, which is 2 digit month, the 2 digit day and the 4 digit year.</li> </ul>	
4.	Click the <b>Login</b> button.	

Step	Action	
<b>Change your password</b>		
5.	Enter your <b>Current Password</b> , which is your birthdate. The format for the Current Password is MMDDYYYY, which is 2 digit month, the 2 digit day and the 4 digit year.	
6.	Enter and confirm your new password in the <b>New Password</b> and <b>Confirm Password</b> fields. <ul style="list-style-type: none"> <li><b>Note:</b> Passwords must adhere to the guidelines displayed on screen.</li> </ul>	
7.	Click the <b>OK</b> button.	
<b>Set up your challenge questions to be used if you forget your password</b>		
8.	Click the drop down on each box and select the appropriate <b>Challenge Question</b> .	
9.	Enter an <b>answer</b> for each question.	
10.	Click the <b>Continue</b> button.	
<b>If you have a non-Aramark issued email, verify your email</b>		
11.	You will be prompted to verify your email address if you have a non-Aramark issued email. The prompt will occur every time you log in until the address is verified.  Verify the email and click the <b>Save</b> button.	

Step	Action
<b>The first time log in is complete</b>	
12.	<p>The home page appears.</p> 