

Client Training HQ

How to Access Paperless Pay

Overview

This document overviews the process for accessing Paperless Pay through the commercial URL or a customized URL, and how to register as a new user on Paperless Pay.

Direct Access to Paperless Pay

The following instructions outline the process for existing users to access Paperless Pay.

1. Navigate to paperlesspay.talx.com.
2. Enter in Employer Code and select **Login**. A Welcome screen will appear.

Note: The Employer Code should be provided by the employer.

3. Select **Click Here to Login>**.
4. A pop-up will appear prompting users to enter their User ID or register as a new user (see the section below for instructions on registering a new account). Enter the User ID and select **Continue**.

Note: If the User ID is unknown, select **Forgot User ID?** and follow the prompts on the next screen.

5. On the next screen, enter in the password and select **Log in**.

Note: If the password is unknown, select **Forgot Password?** and follow the prompts on the next screen.

6. Users will then be prompted to complete a Multi-Factor Authentication before being redirected to the homepage.

Access Paperless Pay Through Company URL

Companies may have customized URLs to access Paperless Pay. Follow the instructions below to access Paperless Pay via the customized URL.

1. Navigate to Paperless Pay utilizing the customized URL provided by the employer.
2. Select **Click Here to Login>**.
3. A pop-up will appear prompting users to enter their User ID or to register as a new user (see the section below for instructions on registering a new account). Enter the User ID and select **Continue**.

Note: If the User ID is unknown, select **Forgot User ID?** and follow the prompts on the next screen.

4. On the next screen, enter in the password and select **Log in**.

Note: If the password is known, select **Forgot Password?** and follow the prompts on the next screen.

5. Users will then be prompted to complete a Multi-Factor Authentication before being redirected to the homepage.

Register as a New User

Follow the steps below to register as a new user on Paperless Pay.

1. Navigate to paperlesspay.talx.com or utilize the company's customized URL.
2. Enter in the Employer Code and select **Login**. A Welcome screen will appear.
3. Select **Click Here to Login>**.
4. A pop-up will appear prompting users to enter their User ID or to register as a new user. Select **Register Now!**
5. Complete the registration information and click **Continue**.

Note: All fields are required.

6. Then, complete the address information and click **Continue**.
7. Next, complete the contact information and click **Continue**.
8. Once the information is validated, users will be sent a One-Time Passcode to enter.
9. Finally, create a User ID and password.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.