Please follow the steps below to set up your **Xpress Self Service** account so you can access your paystubs online.
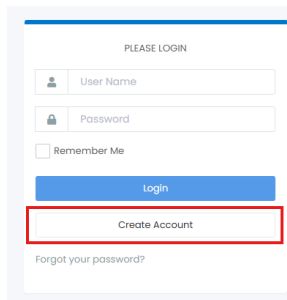
Step 1: Open the Login Page
Click the link below to go to the Xpress Self Service login page:
https://payrollexpressusa-ex.platinumhcm.com/Account/Login

Step 2: Create Your Account

- Select **Create Account**.
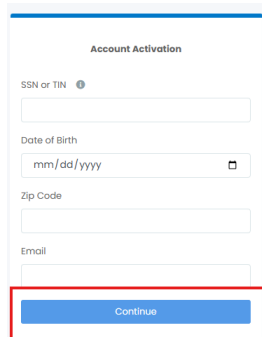
- Enter the required personal information as prompted.

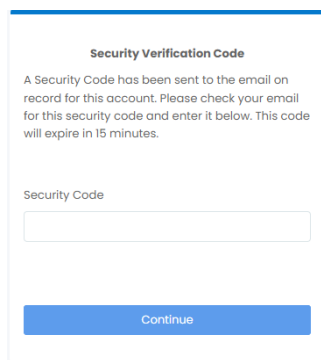**Step 3:** Enter Security code that is sent to your email (check Spam/Junk folder).

Employee Access Security Verification Code will be coming from email Payroll@payrollexpressusa.com

Step 4: Review and Accept the Agreement

- Read the licensee agreement.

- You must agree to the terms before continuing.

Step 5: Create Your Username and Password

Once your information is verified, you will be asked to create a username and password.

Your password must:

- Be at least **8 characters long**

- Include **one uppercase letter**

- Include **one lowercase letter**

- Include **one number**

- Include **one special character**

- **Do Not Include** spaces

Step 6: Set Up Security Options

- Follow the on-screen instructions to set up security questions.

- You may also choose to enable **multi-factor authentication** (optional but recommended).

Step 7: Confirm Account Setup

- When setup is complete, you will receive confirmation that your Xpress Self Service account has been successfully created.

Need Help?

If you experience any issues during setup, please contact your employer for assistance.