

Please follow the steps below to set up your **Xpress Self Service** account so you can access your paystubs online.

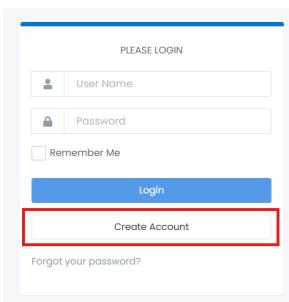
### **Step 1: Open the Login Page**

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**.



PLEASE LOGIN

User Name

Password

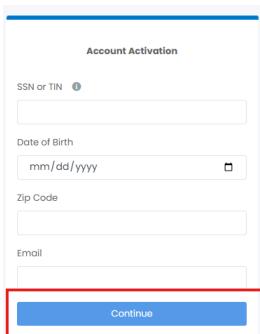
Remember Me

Login

Create Account

Forgot your password?

- Enter the required personal information as prompted.



Account Activation

SSN or TIN

Date of Birth

Zip Code

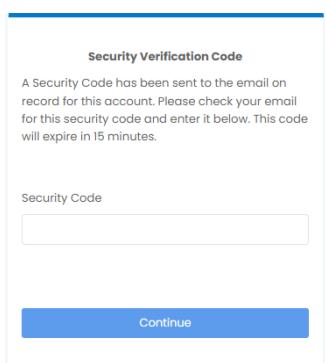
Email

Continue

### **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



Security Verification Code

A Security Code has been sent to the email on record for this account. Please check your email for this security code and enter it below. This code will expire in 15 minutes.

Security Code

Continue

## 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.

NEW USER SETUP

Please setup your user account.

User Name

Password

Confirm Password

**CREATE USER**

User name policy: The user name can contain only uppercase or lowercase letters (A-Z, a-z), digits (0 to 9), special characters (@, \_, -) and no whitespace.

Password policy: The password must be at least 8 characters in length, at least one uppercase letter, one lowercase letter, one digit and one special character.

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.