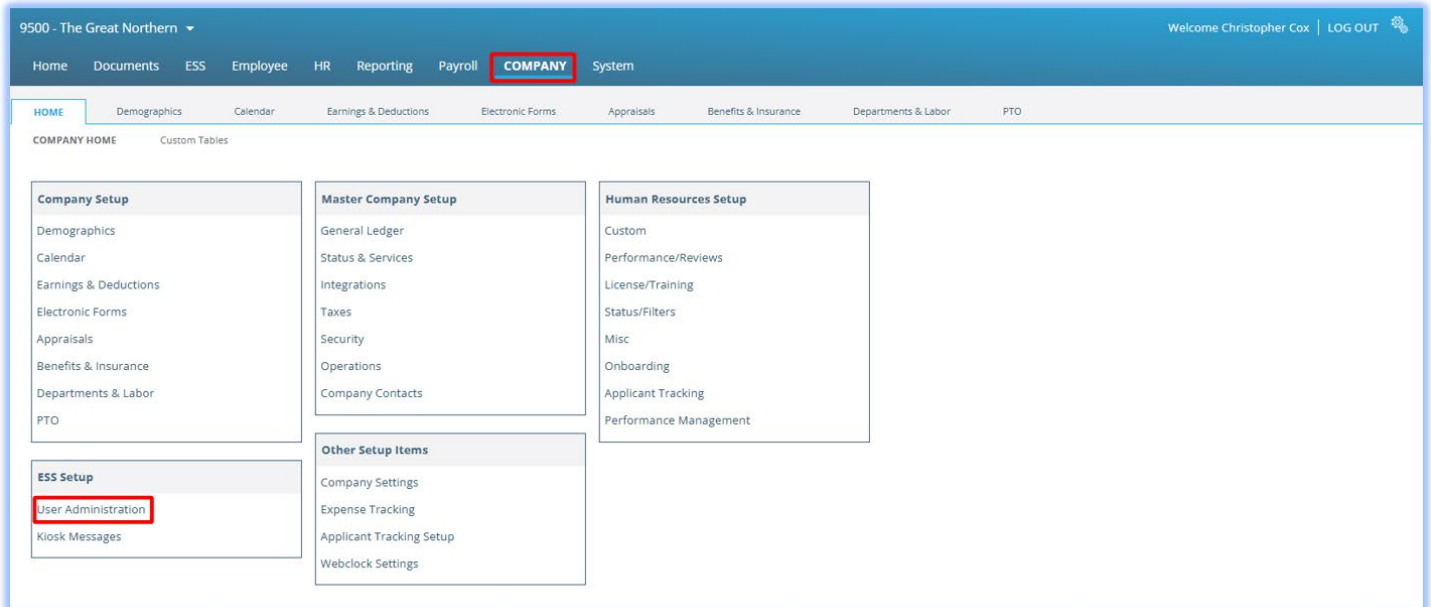
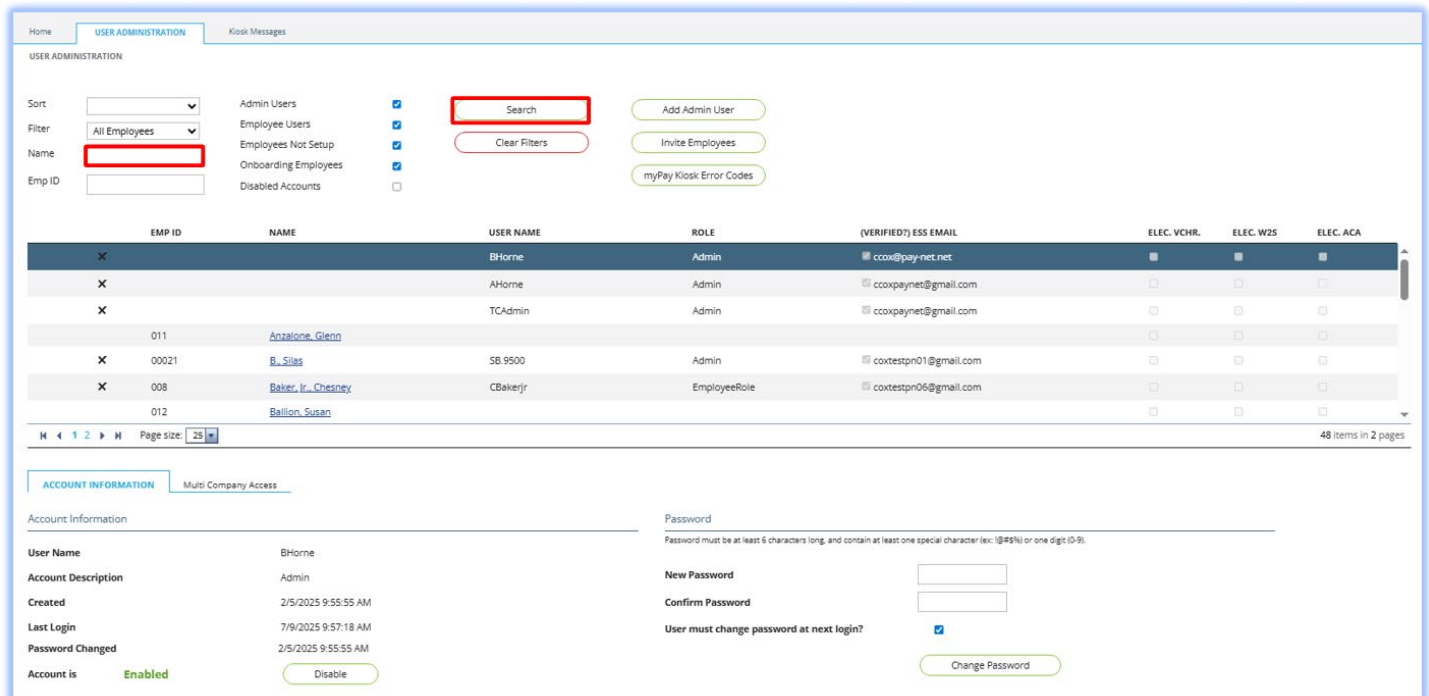


1. Log in to Pay-Net Online and click on the **Company** tab and navigate to **ESS Setup > User Administration**.



The screenshot shows the Pay-Net Online interface. At the top, the user is logged in as Christopher Cox. The main navigation bar includes Home, Documents, ESS, Employee, HR, Reporting, Payroll, **COMPANY**, and System. The **COMPANY** tab is selected. Below this, there are sub-tabs for Demographics, Calendar, Earnings & Deductions, Electronic Forms, Appraisals, Benefits & Insurance, Departments & Labor, and PTO. The main content area is titled 'COMPANY HOME' and contains several setup categories: Company Setup, Master Company Setup, Human Resources Setup, ESS Setup, and Other Setup Items. The 'ESS Setup' category is expanded, and 'User Administration' is highlighted with a red box.

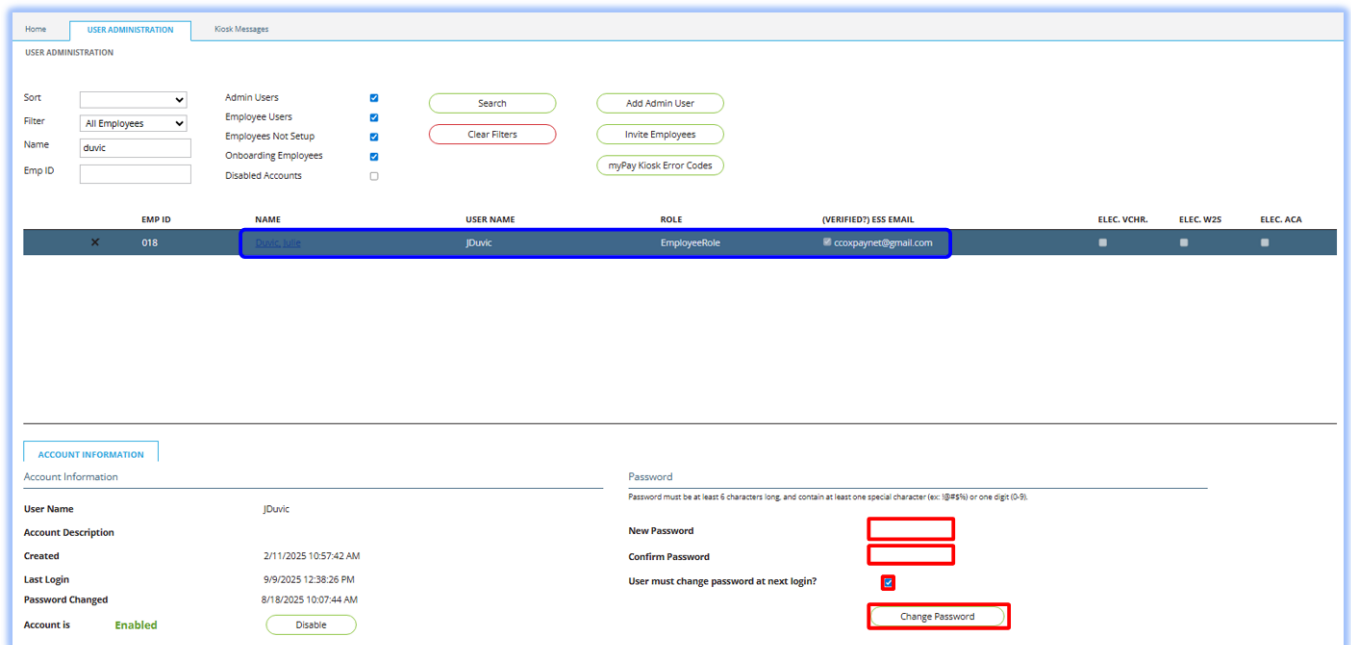
2. Once on the user administration tab, you can use the **employee search** to locate the employee you wish to create a temporary kiosk password for. Once you have done so, you can **click on the empty space next to their name to select them**.



The screenshot shows the 'USER ADMINISTRATION' page. At the top, there are filters for Sort, Filter (set to 'All Employees'), Name, and Emp ID. A search bar is highlighted with a red box. Below the filters is a table of users with columns for EMP ID, NAME, USER NAME, ROLE, (VERIFIED?) ESS EMAIL, ELEC. VCHR., ELEC. W2S, and ELEC. ACA. The table contains several rows, including users like BHome, AHome, TCAdmin, Anzalone, Glenn, B. Silas, Baker, Jr., Chesney, and Ballion, Susan. Below the table, there are navigation controls and a 'Page size' dropdown set to 25. At the bottom, there is an 'ACCOUNT INFORMATION' section for the selected user 'BHome', showing details like Account Description, Created, Last Login, Password Changed, and Account status (Enabled). There is also a 'Password' section with fields for New Password, Confirm Password, and a checkbox for 'User must change password at next login?'. A 'Change Password' button is visible at the bottom right.

- You will then have the option to create the new **“Temporary Password”** in the **“New Password”** and **“Confirm Password”** fields. Just be sure to **KEEP** the **“USER MUST CHANGE PASSWORD AT NEXT LOGIN?”** check box selected. This will allow the employee to change their password to a new one of their choice upon next login. Once you have entered this new password in the New and Confirm Password fields and made sure the “User must change password at next login?” box is checked, click on **“CHANGE PASSWORD”**.

PLEASE NOTE: *The employee will need to enter this same temporary password that you’ve created in the **“OLD PASSWORD”** field when creating their new password.*



The screenshot shows the 'USER ADMINISTRATION' section of the Pay-Net interface. At the top, there are navigation tabs for 'Home', 'USER ADMINISTRATION', and 'Kiosk Messages'. Below this, there are filters for 'Sort' and 'Filter' (set to 'All Employees'). A search bar and several action buttons ('Add Admin User', 'Invite Employees', 'myPay Kiosk Error Codes') are visible. A table lists users, with the first row highlighted in blue, showing user 'JDuvic' with role 'EmployeeRole' and email 'ccoxpaynet@gmail.com'. Below the table, the 'ACCOUNT INFORMATION' section is expanded, showing details for user 'JDuvic'. The 'Password' section includes fields for 'New Password' and 'Confirm Password', a checked checkbox for 'User must change password at next login?', and a 'Change Password' button.

EMP ID	NAME	USER NAME	ROLE	(VERIFIED) ESS EMAIL	ELEC. VCHR.	ELEC. W2S	ELEC. ACA
X 018	JDuvic, John	JDuvic	EmployeeRole	ccoxpaynet@gmail.com			

ACCOUNT INFORMATION	
Account Information	
User Name	JDuvic
Account Description	
Created	2/11/2025 10:57:42 AM
Last Login	9/9/2025 12:38:26 PM
Password Changed	8/18/2025 10:07:44 AM
Account is	Enabled

Password	
Password must be at least 6 characters long, and contain at least one special character (ex: !@#%) or one digit (0-9).	
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
User must change password at next login?	<input checked="" type="checkbox"/>
Change Password	