

Logging on for the First Time

- 1) On the first logon screen:
 - a) Type your company and user IDs into the text boxes provided.
 - b) Click on the **Continue** button.
- 2) On the next logon screen:
 - a) Type the Reset Password found in your Welcome email.
 - b) Click the **Logon** button.
- 3) The Secure Sign-On Setup screen will appear. This is where you will choose a security image that you will select as part of your logon process whenever you access Powerpay Web.
 - a) **OPTIONAL:** If you wish, you can choose to see images from just one category by clicking the downward arrow for the *Image Category* drop-down menu.
 - b) **OPTIONAL:** You can see more pages of images by clicking the **More Images...** button as many times as you'd like.
 - c) When you've found an image you like, click on it and click the **Save** button.
- 4) The *Secure Sign-On Setup – Data Saved* screen will appear. Click the **Continue** button.
- 5) The Ceridian Powerpay Legal Acceptance screen will appear next. Click the "I accept the terms of the license agreement" radio button and then click the **Proceed** button.
- 6) Finally, the *User Password Change* screen will appear. This is where you will choose your own password to replace the temporary Reset Password you were given.
 - a) Type your new password into the *New User Password* and *Confirm New User Password* textboxes, and click the **Save** button.
 - b) The *User Password Change – Data Saved* screen will appear. On this screen, you can click the **Continue** button to access Powerpay Web or the **Log Off** button to end this session.