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•solved

Accessing Your Paycheck and W-2 (First Time Users)

Step 1. You must have a **valid email account on file** and you must use that email to create your account and log in.

Step 2. Once your email is put into the system you will receive an email from Accudata@mysolved.com welcoming you to create an account. Click the link in the email.

*****NOTE: There is now an isolved app available in the App Store*****



Step 3. Complete the Registration Form


- First Name
- Last Name
- Email (will default the same email that was given)
- Phone Number (optional)
- Create Password (follow the password requirements)
- Choose a security challenge question
- Answer the security question
- Confirm the answer to the challenge question
- Click create account

Step 4. You will receive an isolved People Cloud Account Confirmation notification

- Go to your email account
- You must validate this is your account by clicking the link in the email

YOU HAVE SUCCESSFULLY SET UP YOUR ACCOUNT!

Step 5. You are now at the home page of mysolved. This is a great time to make a shortcut on your iPhone home screen so you can easily find the page (*if you didn't download the app*)

- Click the share button  (by the link) at top of page
- Scroll down and select "Add to Home Screen"
- This will create a shortcut on your phone for easy use

LOG INTO YOUR ACCOUNT

Step 6. Enter your username (which is your email) and Click Next
Enter your Password and Click Next

Step 7. Required only one time --- the system will send you a one-time code to your email to make sure it is you logging in.

- Click Next so the onetime code can be sent to your email
- Retrieve the one-time passcode from your email
- Log in with your password again and the one-time passcode
- Click "Accept" to the Terms and Conditions
- Scroll down to Terms of Use Consent to Electronic Communications & Electronic Signature and Select "Accept..." then, Click Submit
- You will see a welcome page. Click the dark pink lines on the top left to navigate the site