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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](mailto: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