

All active worksite individuals of active SimpleHR clients may register for a **mySimpleHR** account for easy access to paycheck stubs, W2s and payroll information. If you provided an email address on your New Hire packet, an email invitation with a registration link will be sent automatically to the email you provided. Otherwise, follow the directions below to register for the **mySimpleHR** account when you receive your first paycheck.

How to register:

- Visit **SimpleHR.com** and click **Login**
- Select **mySimpleHR** (Worksite Individual login) and click the Registration link
- Complete the registration by entering the information requested to verify your identity. Use the information that we have on file from you from your New Hire packet to validate your login.
- We recommend a personal email address for your personal **mySimpleHR** account. You may use a work email address if you wish.

SimpleHR Pro (Client Users): *If you also have a SimpleHR Pro (Client Web Payroll) account and wish to use the same email address for both login accounts, use same password for both logins.*

- Complete the registration screen to activate your account.

Employee Not Found?

If you receive an Employee Not Found message during registration, double check the information you entered. If you have just completed your onboarding, your file may still be in processing, wait to receive the email from the site for registration and use that link to register.

If you are still having any issues activating your account or need to update the information we have on file for you such as a new email address, contact the SimpleHR Human Resources Department.

Do You Work for Multiple SimpleHR Clients?

If you are actively employed by multiple SimpleHR clients, you may use one account to access all work locations. When completing registration for multiple locations be sure to use the same email address and password for all locations. Using the same login credentials will allow you to login with one account for all work locations. To switch between locations, click the profile button that shows your initials or photo and choose the location you wish to access.

The image shows the SimpleHR login and registration interface. At the top is the SimpleHR logo and tagline. Below it, the text reads "Welcome Please log in". There are two input fields: "Email Address" and "Password". A blue "LOG IN" button is positioned below the fields. At the bottom, there are two links: "Forgot Password" and "Registration", with the "Registration" link highlighted by a red box.

The image shows the SimpleHR account setup interface. At the top is the SimpleHR logo and tagline. Below it, the text reads "Welcome Please set up your account". There are four input fields: "Your SSN Number" (with the placeholder "999-99-9999"), "Date Of Birth" (with the placeholder "01/08/1993"), "Personal Phone" (with the placeholder "(850) 650-9935"), and "Driver's License Number". Below the fields, there is an "or" label. At the bottom, there is a blue "Next" button.