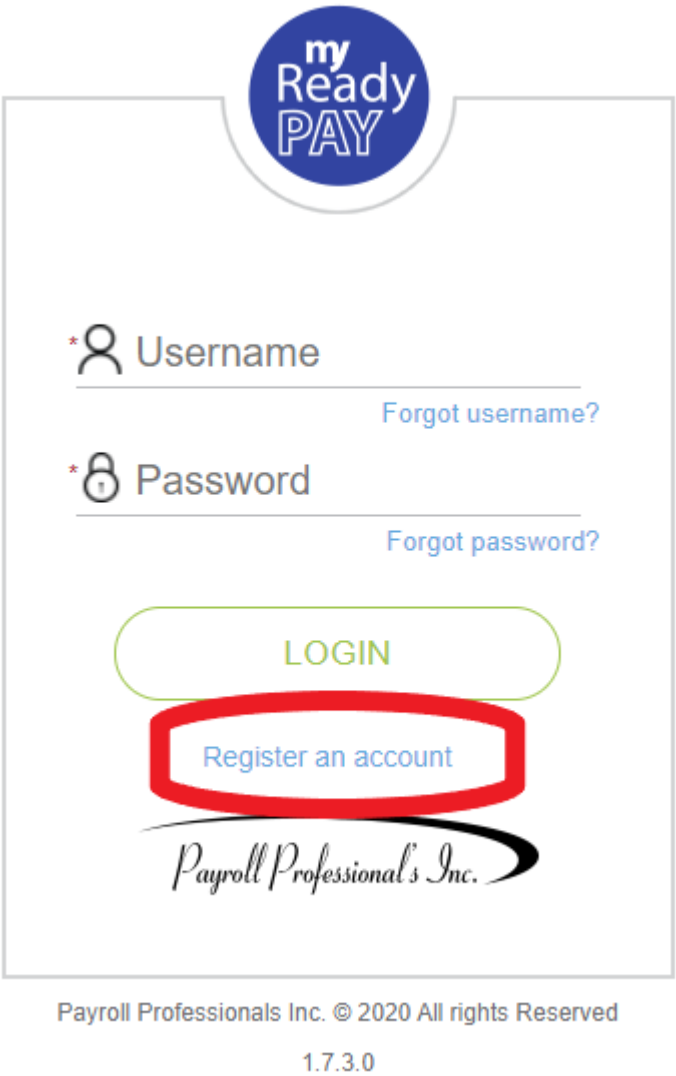
Employee Self Service(ESS) Kiosk

How to Register for an Account

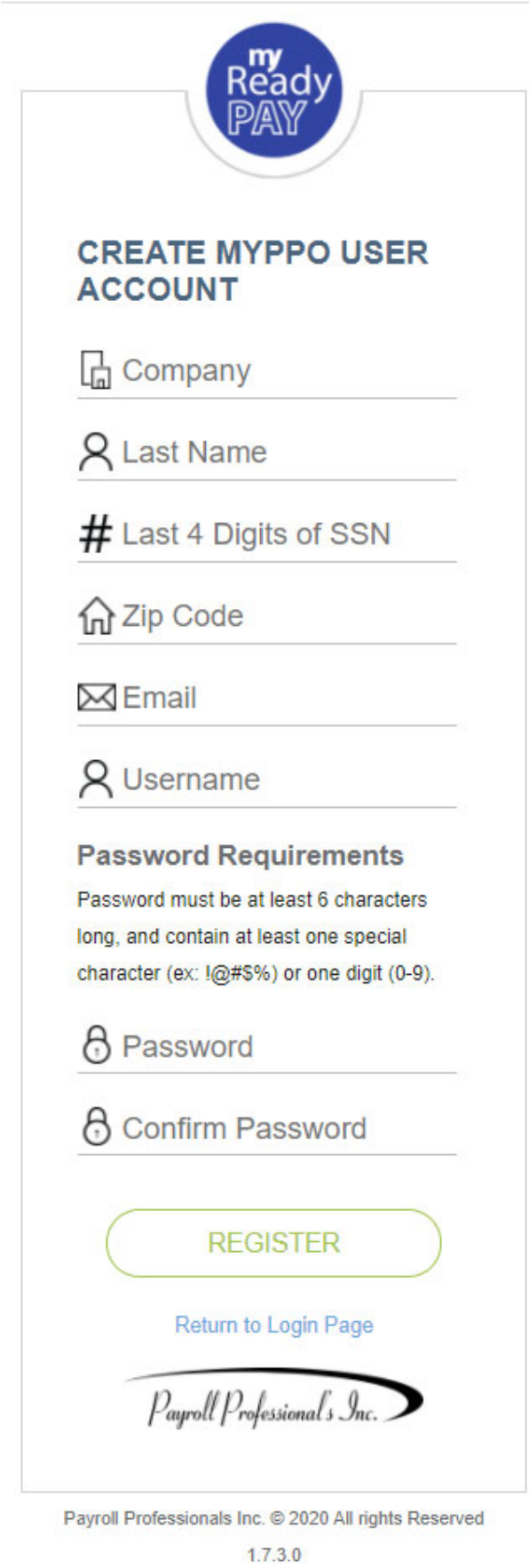
1. Visit the below website to login

https://ppo.payrollproinc.com/Kiosk/Login/Login.aspx

2. Click on 'Register an account'



3. Enter the required information



Company: Four digit company number that is given to you by your employer

Last Name, Last 4 Digits of SSN & Zip Code MUST match what is in the payroll system. Verify with your employer if there is an error.

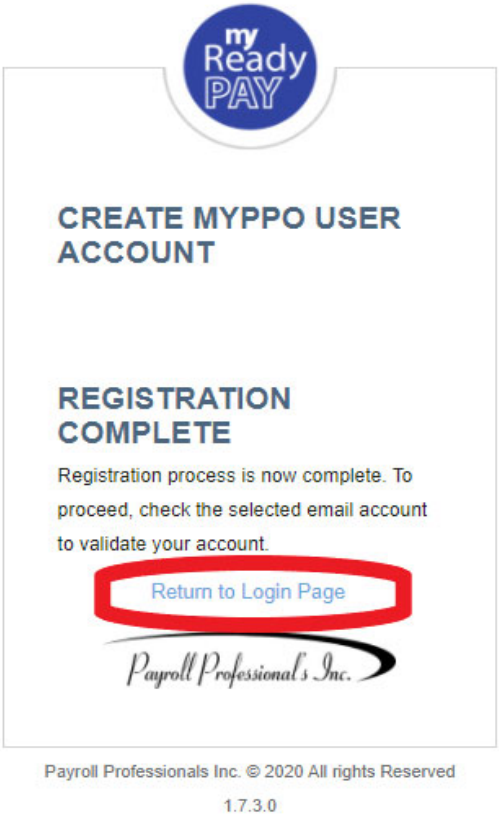
Email: This will be the email that is associated with your account for notifications, forgotten username, forgotten passwords, etc...

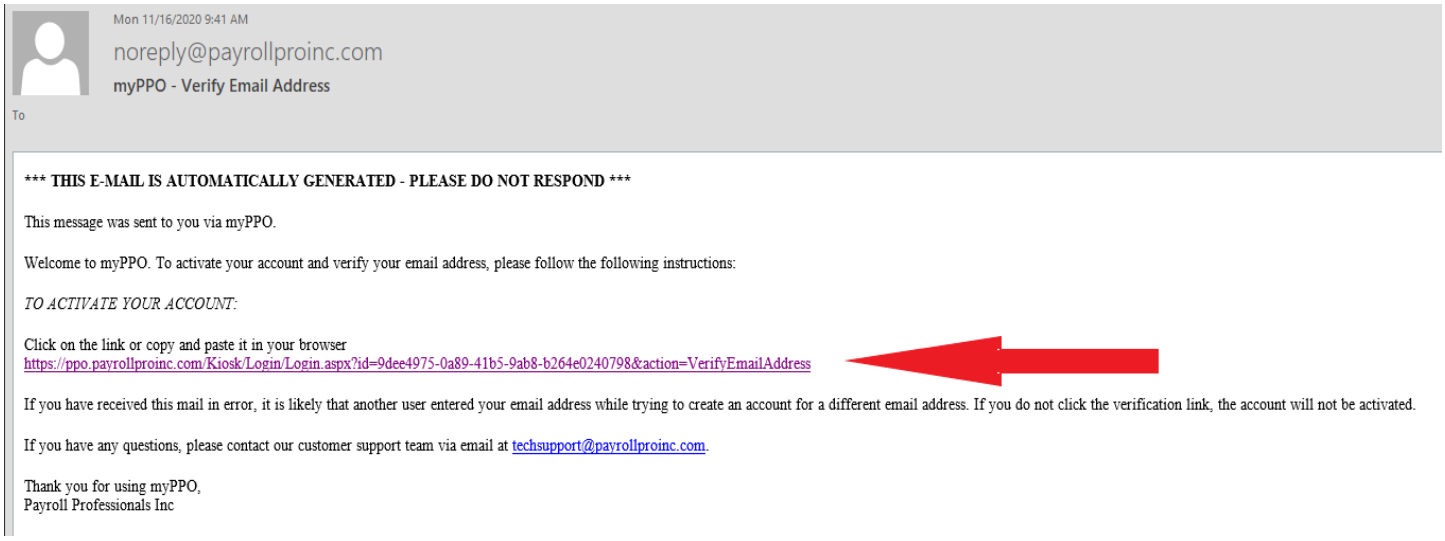
Username: This will be used for when you login and must not be used by another employee.

Password:

- Must be at least 6 characters long, and contain at least one special character (ex: !@#$%) or one digit (0-9).
- Passwords must be changed every 90 days

4. You will receive a confirmation (below) if registration is successful
5. Click on 'Return to Login Page' OR you will receive an email with a link to login





Mon 11/16/2020 9:41 AM

noreply@payrollproinc.com

myPPO - Verify Email Address

To

***** THIS E-MAIL IS AUTOMATICALLY GENERATED - PLEASE DO NOT RESPOND *****

This message was sent to you via myPPO.

Welcome to myPPO. To activate your account and verify your email address, please follow the following instructions:

TO ACTIVATE YOUR ACCOUNT:

Click on the link or copy and paste it in your browser
https://ppo.payrollproinc.com/Kiosk/Login/Login.aspx?id=9dee4975-0a89-41b5-9ab8-b264e0240798&action=VerifyEmailAddress

If you have received this mail in error, it is likely that another user entered your email address while trying to create an account for a different email address. If you do not click the verification link, the account will not be activated.

If you have any questions, please contact our customer support team via email at techsupport@payrollproinc.com.

Thank you for using myPPO,
Payroll Professionals Inc

Congratulations...you have successfully created your account!