Payroll Employee Portal

Step 1: Watch Video
https://youtube.com/watch?v=1sH9p7Ius4E&si=k66VEFBnM08y579s

Step 2: Access the Portal:
https://www.payroll-central.com/client-center/
Select “employee experience portal”

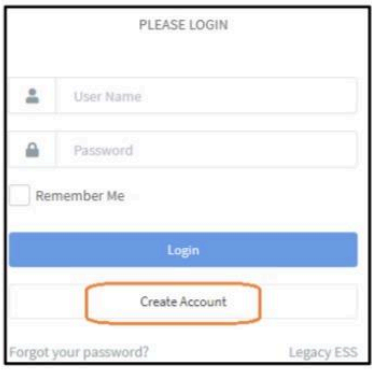
When logging in to view your account, your username is NOT your email. That’s the most common mistake.

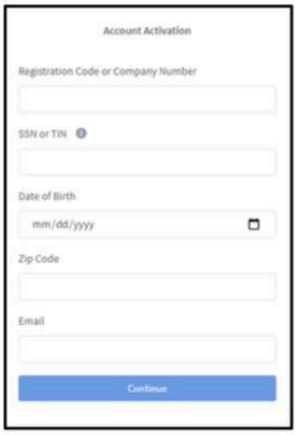
Save your acct info somewhere :-)

Instructions for Employee Experience Portal Setup

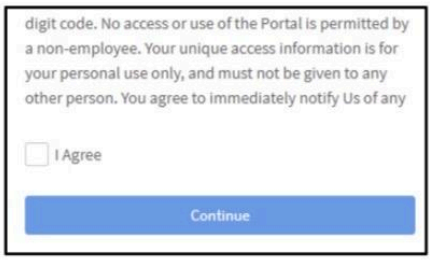
1. **You will need the Company's Number from your manager to setup your employee experience portal.
2. Go to www.payroll-central.com, click on Client Center & Employee Experience Portal – Create Account
   Or go directly to: https://ex.payroll-central.com

3. Enter your Company's Number & your Social Security Number, Date of Birth, Zip Code, and the Email Address used for your new hire paperwork and hit "Continue".



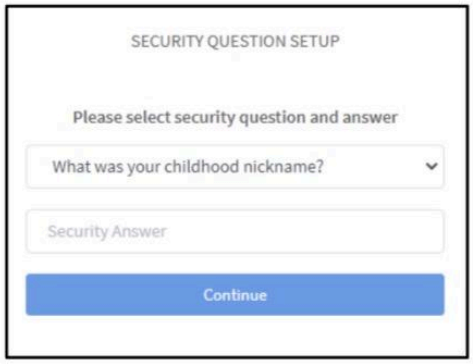
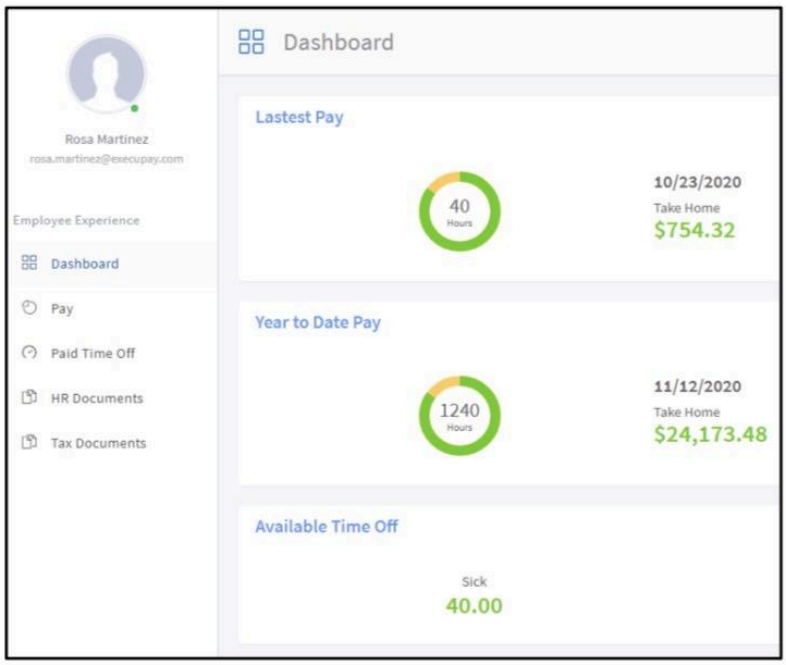


4. After clicking continue, you will see a popup stating that a security code has been sent to the email on record for you.
5. Enter the security code and click "Continue."
6. Click the box next to "I Agree" and click "Continue."



7. Once verified, you'll be asked to create a username and password- the password must include at least:
   - 8 characters in length
   - 1 uppercase letter
   - 1 lowercase letter
   - 1 digit
   - 1 special character

8. Select a security question and make sure to write down the answer, they are case sensitive.
9. Setup “Two Factor Authentication Setup” – click Begin Setup.



10. Download either Google Authenticator or Microsoft Authenticator and scan the QR from your screen or enter the authenticator key (Do NOT use the sample QR code below).
11. Enter the six-digit code from the authenticator app into the ‘Verification Code’ box.
12. Now your account has been created successfully- log into your employee experience portal!