

myPay - Initial System Access



This document provides step-by-step instructions for logging in to myPay for the first time. myPay is the self-service platform used to access, update and retrieve your pay information.

Step 1: In your browser window, enter myPay.aramark.com.

Step 2: On the landing page, click the **myPay Login** link.

Step 3: Enter your user name and initial password. Click **Log In**.



NOTE: Your user name is your 8-digit Employee ID with a leading zero (0). When you enter your user name you should have 9 digits in total. For example, the user name would be 0 + 8-digit Employee ID or "012345678".

NOTE: The initial password is your birthdate. The password format is **MMDDYYYY**.

If you have been granted additional access that allows you to see more than your own information (e.g., you are a supervisor), you will be prompted to verify your access with a one-time access code before you set up your personalized password and log in (Steps 4 & 5).

If you are NOT required to verify your access, please proceed to Step 6.

Step 4: Click the email delivery method and then **Submit** to verify your access. The screen will display the email stored for you in myPay.

Step 5: Retrieve the access code from your email and enter the code in the **Access Code** field of the verification window. Once you've entered the code, click **Submit**.

NOTE: You have up to 5 minutes to enter the access code.

Step 6: On the Change Password page, enter your **Current Password** (your birthdate - **MMDDYYYY**).

Step 7: Enter and confirm your new password in the **New Password** and **Confirm Password** fields.

NOTE: All passwords must adhere to the guidelines displayed on the screen.

Step 8: Click **OK** once you've entered a password that meets all requirements.

Step 9: Set up three challenge questions that can be used if you forget your password. Use the dropdown menu and open text fields to select the questions and answers.

Step 10: Click **Continue** once all fields are complete. The myPay home page will appear once you've successfully logged in.

RESOURCES & SUPPORT: Visit the myPay Employee Resource Center for job aids regarding the use of the system. If you have additional myPay or payroll related questions, contact the Payment Services Contact Center at 1-800-729-5432 or paymentservices@aramark.com.