If you are logging on for the first time:

#### Log On Instructions

- 1. Log on to https://paperlesspay.talx.com/montefiore
- 2. EnteryourUserID(6digitEZID)
- 3. Enter your PIN (Date of Birth in MMDDYYYY format)
- 4. Answer Y/N to remember device
- 5. Confirm or add email address and phone number
- 6. Answer security questions
- 7. Set your PIN (Must be 8–16 alpha-numeric characters)

For assistance contact the MyPay Hotline at 914-349-8346 or MyPay@montefiore.org

If you have previously logged on:

Single Sign On (SSO) Instructions (Must be logged into Outlook)

1. Log on to: https://tinyurl.com/mypaysso

For assistance contact the MyPay Hotline at 914-349-8346 or MyPay@montefiore.org

If you have previously logged on:

#### Manual Log-On Instructions (Not Logged into Outlook)

- 1. Log on to: https://tinyurl.com/mypaymanual
- 2. EnteryourUserID(6digitEZID)
- 3. Enter your PIN (8–16 numeric characters)
- 4. Confirm, change or add email address and phone number

For assistance contact the MyPay Hotline at <u>914-349-8346 or MyPay@montefiore.org</u>

If you have previously logged on: