

# Show Me How

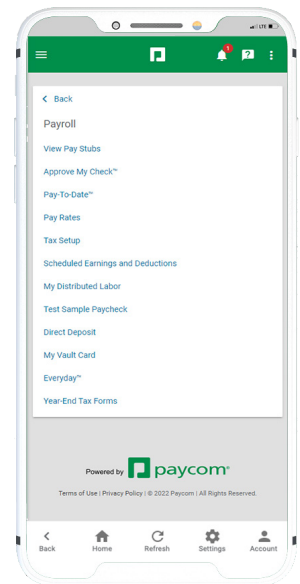
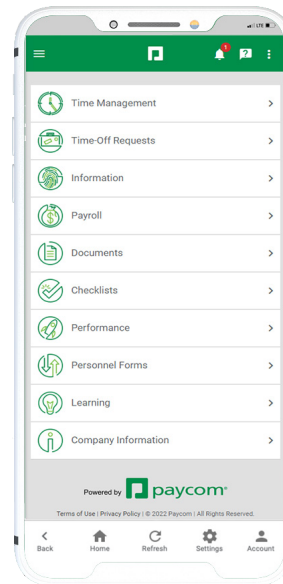
to Enroll in Vault Through Employee Self-Service<sup>®</sup>

## VAULT VISA<sup>®</sup> PAYROLL CARD

### STEP 1

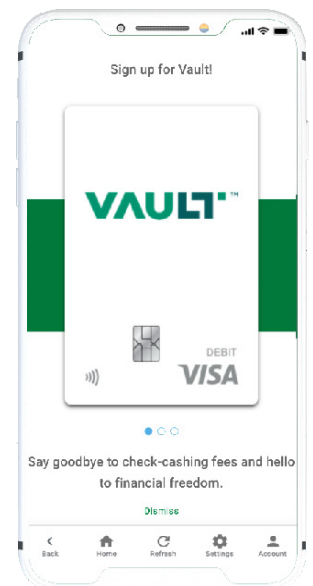
Log in to Employee Self-Service. Navigate to Payroll > My Vault Card or Direct Deposit.

*Employees must be at least 18 years old to enroll in Vault. Vault will not display for employees who do not meet the age requirement.*



### STEP 2

Swipe left to progress through the Vault pop-up window and tap "Dismiss" when finished.



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



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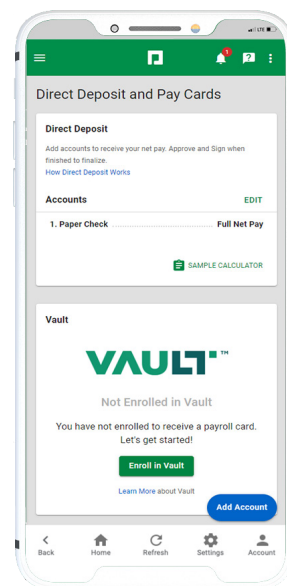
to Enroll in Vault Through Employee Self-Service®

## VAULT VISA® PAYROLL CARD

### STEP 3

Tap "Enroll in Vault" to begin.

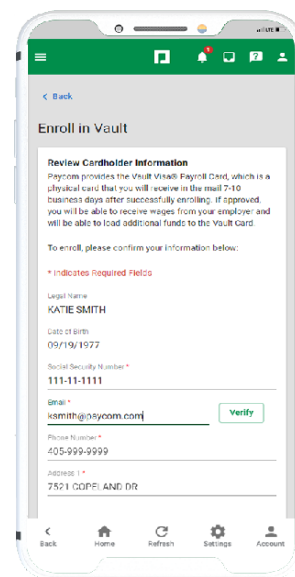
*Tap the "Learn More" hyperlink for further information regarding Vault.*



### STEP 4

Employee contact information populates on the following screen. Review the information for accuracy and enter your Social Security number to confirm.

*A warning appears if the Social Security number does not match Employee Self-Service. Additional Social Security numbers are not stored in Paycom.*



## EMPLOYEES

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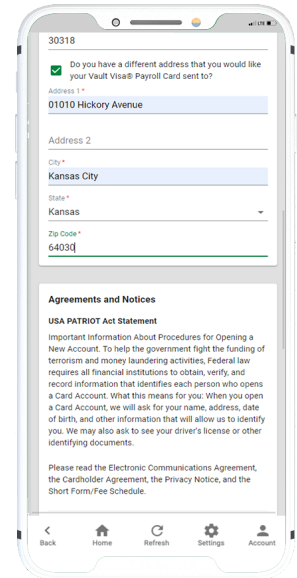
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to Enroll in Vault Through Employee Self-Service<sup>®</sup>

## VAULT VISA<sup>®</sup> PAYROLL CARD

### STEP 5

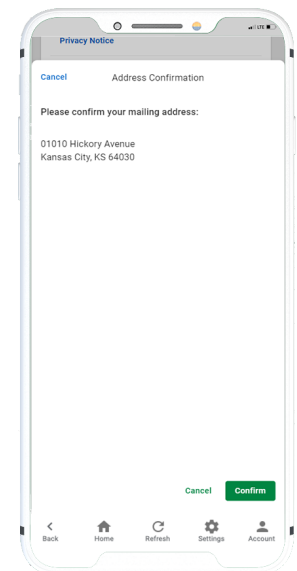
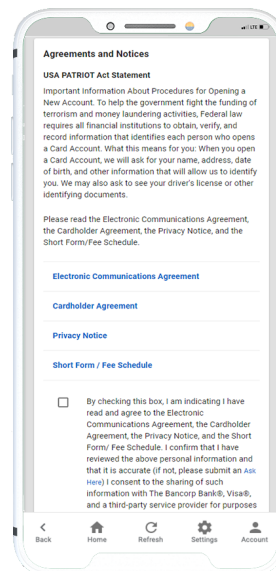
If necessary, employees can have their Vault card sent to a different address. Check the box for "Do you have a different address that you would like your Vault Visa<sup>®</sup> Payroll Card sent to?" and enter the required information.



### STEP 6

Review the list of agreements and tap the check box to consent. Tap "Submit" to continue.

Verify your mailing address is correct in the pop-up window, then tap "Confirm." If your address is incorrect, tap "Cancel" to return to the previous screen to make edits.



## EMPLOYEES

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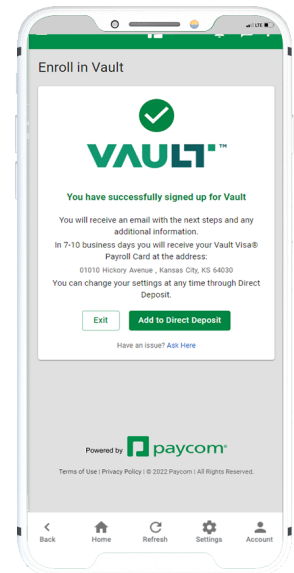
to Enroll in Vault Through Employee Self-Service®

## VAULT VISA® PAYROLL CARD

### STEP 7

A verification of identity is issued. Complete the prompt to proceed. A confirmation message notifies you of next steps. Tap "Add to Direct Deposit" to continue.

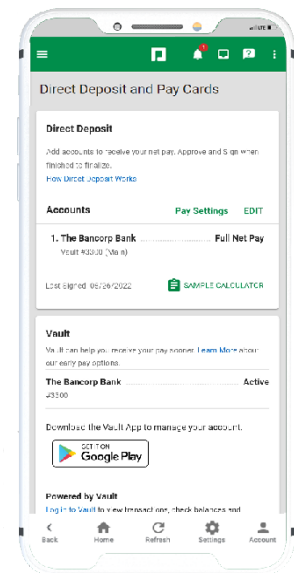
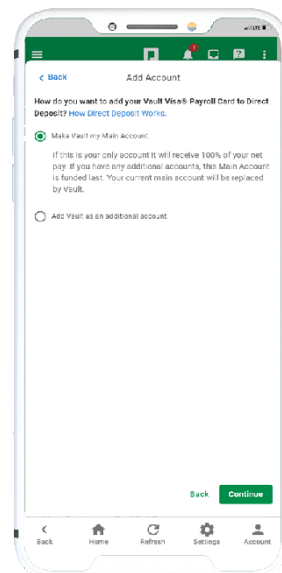
*If you are unable to enroll in Vault, check the accuracy of the personal information in your employee profile and try again.*



### STEP 8

You are prompted to set the Vault payroll card as a main account or additional account. Select your preference, which will take effect for the next applicable payroll. Once confirmed, you are directed back to the Direct Deposit and Pay Cards screen.

You will receive two emails. The first email provides information about the delivery of your Vault payroll card. The second is an activation email for your digital payroll card. The card and emails are sent to the addresses provided on Step 4 or 5.



## HELPFUL TIPS

Download the My Vault Card app to manage your payroll card on a mobile device.

## EMPLOYEES

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