



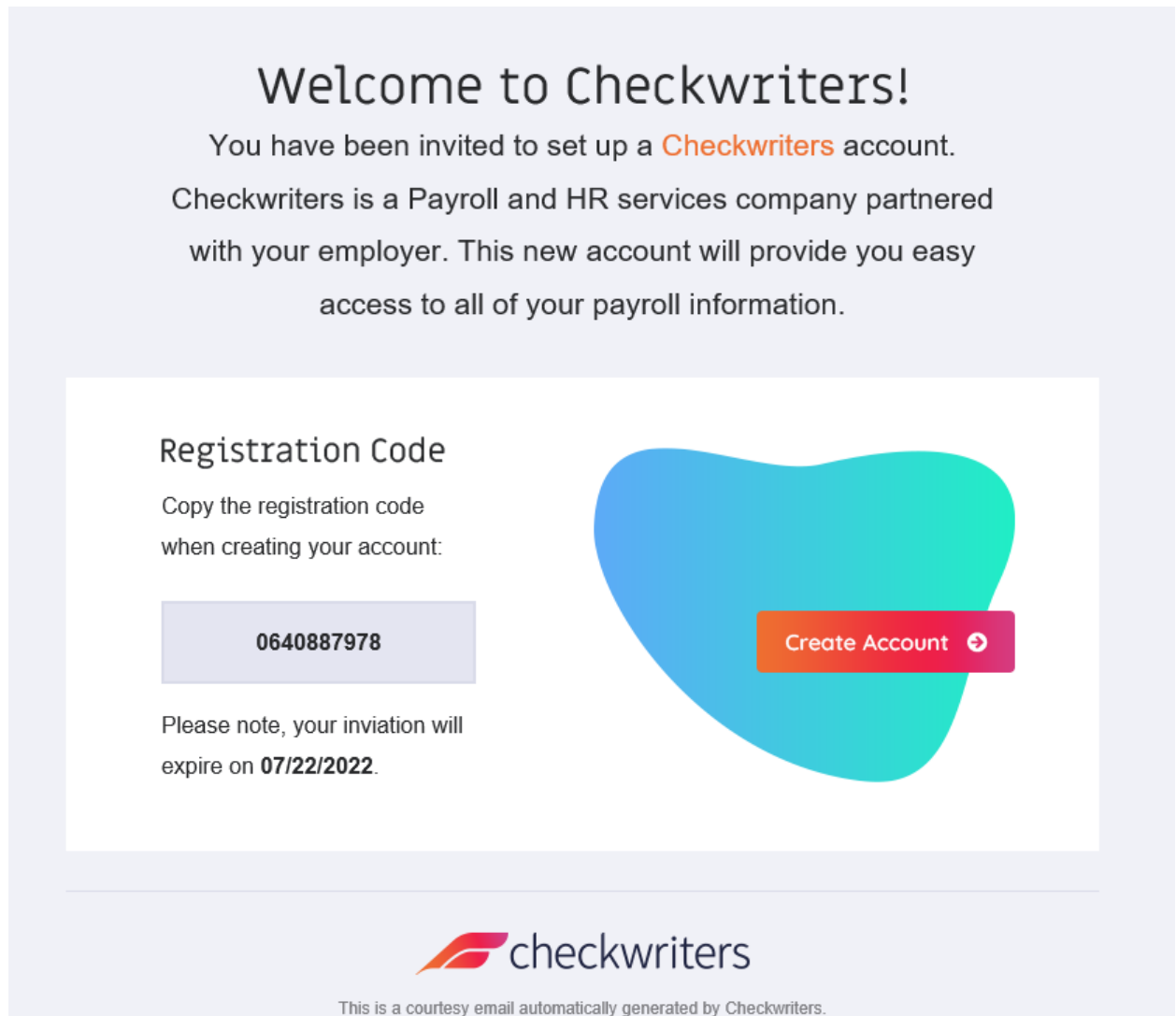
checkwriters

CHECKWRITERS

FIRST TIME LOGIN GUIDE

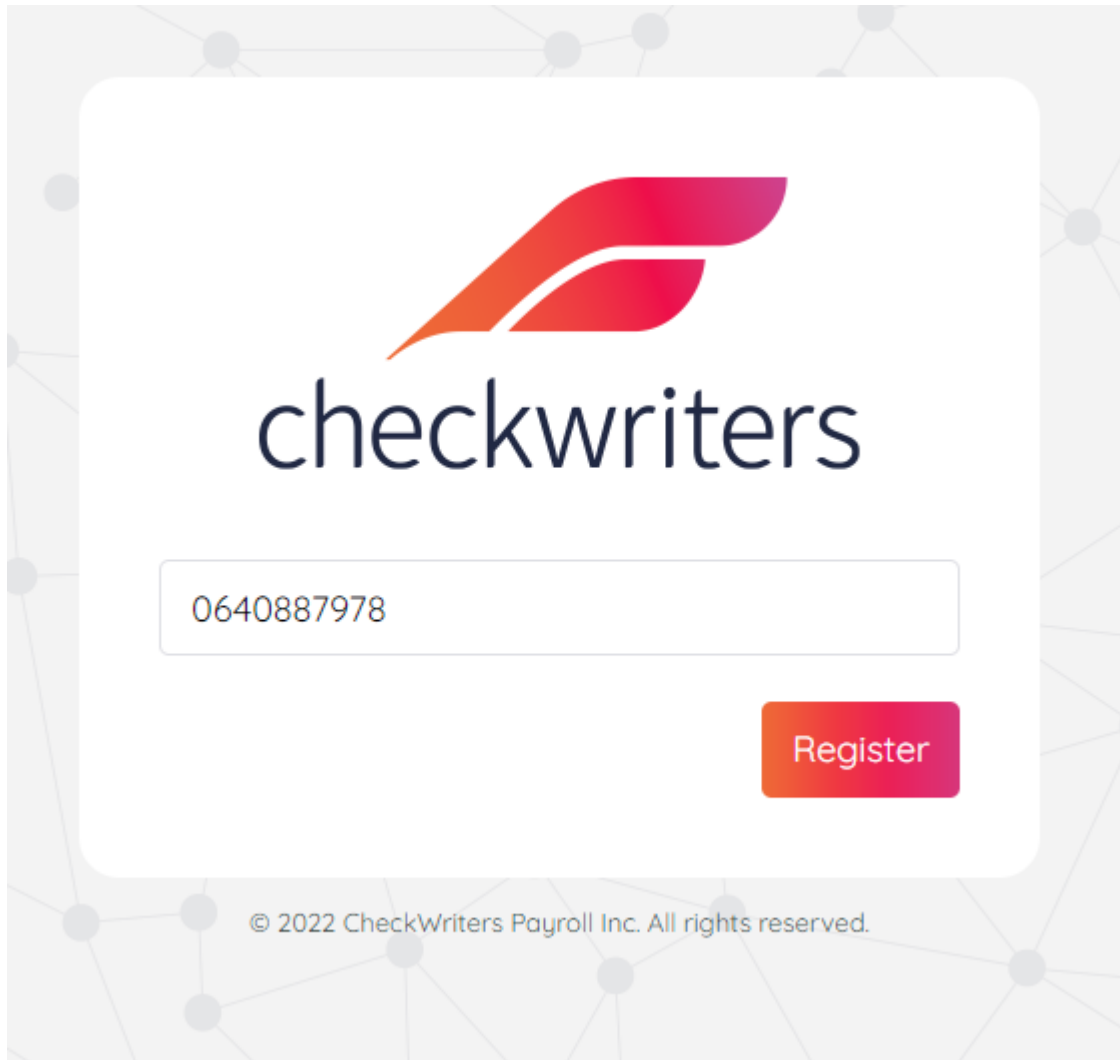
Your login instructions were sent to your email address from notifications@mg.checkwriters.com.

The subject line will read **Welcome to Checkwriters**. The email enrollment will resemble the following screenshot:

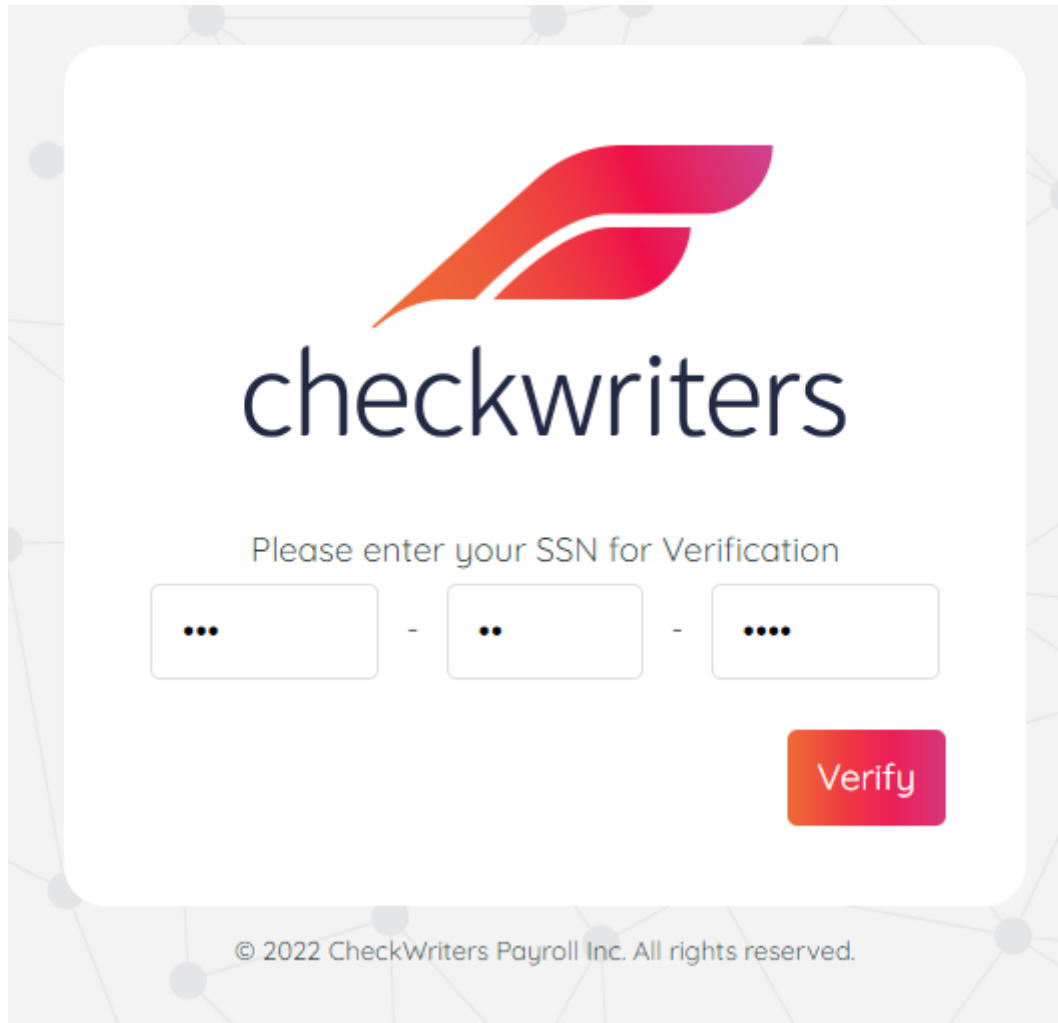


This email will contain the registration code you will need to use as well as a button labeled *Create Account*. The Create Account button will take you to you the registration site. Prior to selecting this button, make sure to copy the registration code. Please note, when registering for the first time, you cannot use a mobile device.

The registration site is pictured below. Paste the registration code you copied from the email.



After selecting *Register*, you will then be prompted to enter in your social security number as verification step. Type it and then select *Verify*.



Following this, you will be prompted to set up your permanent username, password, password reset email, and answers to security questions. Please note, the username **must** be in the format of an email address. It does not have to be the same email address you enter in the *Email* field (the email field is where password resets get sent to. You can have your username as your work email and the *email* your personal, for example). Here is an example of a profile set up:

Username * (Username must be a valid email address)

testemployee@checkwriters.com

Confirm Username *

testemployee@checkwriters.com

Password *

Confirm Password *

Email *

personalemail@email.com

Question 1 *

What is your pet's name? ▼

Larry

Question 2 *

What is your oldest sibling's birthday month and year? (e.g., January ▼

1980

Question 3 *

In what town was your first job? ▼

Boston

Once finished, you can select Save on the bottom. This will finish the account set up process. You will receive an email confirming the success of your account set up, which is pictured below. You can also download the Checkwriters ESS app to your mobile device and login there as well.

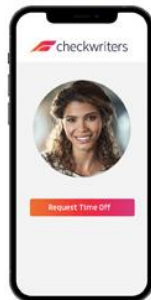
Success!

Your **Checkwriters** account has been created! This email includes helpful information and links that you can save and access anytime.

New Account Login

Your new account provides easy access to your Payroll and HR information.

[Login](#) →



Checkwriters App



[Download >](#)

Knowledge Base

Watch video tutorials and find helpful information about using your Checkwriters account.

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