



ACCESSING YOUR PAY STATEMENTS

Follow these login instructions to access your paystubs and W2s within the mobile app:

Installing the Mobile App:

- From your device, open your App store or Google play store
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- Search "HCMToGo" and download/install



Login Instructions

1. Open the App
2. Select Region: North America
3. Company Short Name: `90873`
4. Username: First initial + last name (e.g., `jsmith`)
5. Temporary Password: `HHS(last 4 digits of employee's SSN)!`
6. Receive Code: Choose text or email
7. Enter Code: Input the code received
8. Old Password: Same as temporary password
9. New Password: Create a new password meeting these criteria:
 - At least 8 characters
 - At least one uppercase letter
 - At least one lowercase letter
 - At least one number or symbol
10. Confirm New Password: Re-enter your new password

Notes

- Remember your new password!
- For assistance: Contact HR

If you experience any issues, double-check for typos in your entries.