



ACCESSING YOUR PAY STATEMENTS + W2s

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

Access From Your Phone – Install the Mobile App/Open the App

- From your phone open the [Apple App Store](#) or [Google Play Store](#) and search [HCMToGo](#)
- OR open your phone camera and point it at the QR code for your app store
- Click Install!
- Open the App and Select Region: **North America**



Access From a Computer

- Go to secure3.saashr.com

Login Instructions

1. Type in the Company/Company Short Name: **90873**
2. Username: **First initial and Last Name** (i.e. jsmith or sgonzales)
3. Temporary Password: **HHS(last 4 digits of your Social Security Number)!** (i.e. HHS1234!)
 - a. *If the temporary password does not work, you may have already made a password. Click “Change Password”, enter your SSN, and create a new password*
4. Receive Code: Choose text, voice call, or email
5. Enter Code: Type in the code you received by going to your text or email app
6. Old Password: Type in the same as temporary password from step 5 (i.e. HHS1234!)
7. New Password: Create a new password meeting these criteria:
 - a. At least **8 characters**
 - b. At least **one uppercase letter**
 - c. At least **one lowercase letter**
 - d. At least **one number or symbol**
8. Confirm New Password: Re-enter your new password

Notes

- Remember your new password! Write it down in someplace secure if you need to
- If you need help: Contact HR for assistance. Please **do not** contact Payroll or Finance
 - **Tacoma**: Justin Williams, (253) 844-4620, justinw@hopehumansvcs.com
 - **Vancouver**: Abigail Changar, (360) 726-5268, abigailc@hopehumansvcs.com
 - **Spokane**: Monica Wolf, (253) 852-5553, monicaw@hopehumansvcs.com

If you experience any issues, [double-check for any typos in your username or passwords](#)