Creating an Account on PaperlessEmployee.com

Begin by accessing your company’s site at: https://www.PaperlessEmployee.com/utdallas

1. Select the ‘Create Account’ button to begin the process.
2. Enter your Social Security Number, Employee ID, and the first 3 letters of your last name. **NOTE:** If your last name contains 2 or less letters, input only those letters. Do not use any punctuation.

3. Click the ‘**Authenticate & Create Account**’ button.

4. Create your ‘**Account Name**, ‘**User ID**, and ‘**Password**’ for future access to the site. Once you have completed all the details on this screen select the ‘**Create Account**’ button.

Make sure you save your User ID and Password in a safe place, as they will be required from this point forward to access the system.
5. Enter responses to three personal ‘Security Questions’ and click ‘Save Security Questions’.
6. Enter your ‘Contact Information’. The options can vary and may include any one, or all of the following:

- Email Address
- Alternate Email Address - optional
- Cell Phone - optional

NOTE: This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

7. Next, you are required to validate your email. Click ‘Validate Email’.

![Contact Information Form]

Please enter your primary email address.

Retype Email Address must match Email Address

[Validate Email]

You are required to validate your Email Address

![Validate Email Address]

Enter the Email Validation Code

Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: *

[Submit]
The validation code will be sent within a few minutes in an email to the email address you entered.

Dear Test Employee,

Please enter the following verification code on the screen to confirm validity of your email address. Your verification code is: UWU44BN

Your code will be different but will look similar to this.

This code is only valid for the next 15 minutes.

Please add the "PaperlessEmployee.com" domain to your email safe senders list.

Sincerely,
PaperlessEmployee.com

To stop receiving notifications from PaperlessEmployee.com, please click unsubscribe.

PLEASE NOTE: Unsubscribing means you will not receive future notifications.

This unsubscribe link expires at 3/18/2016 8:46:57 AM Eastern Time.

8. Enter the code from the email and click ‘Submit’.

**Validate Email Address**

**Enter the Email Validation Code**

Please verify your email address by entering the validation code that was sent to you via email.

**Email Validation Code:** *

| [ ] |

Submit

**NOTE:** If your employer allows an electronic delivery option for Affordable Care Act statements there will be additional options to elect an electronic statement and a notification method, (a sample is on the following page).
9. When finished, click ‘Save Notification Option Settings’.

Below is an example of the electronic delivery option you may be offered while creating an account. The delivery notification options indicate the method in which you would like to be notified when a form is available.

Once you have selected your delivery notification method, select ‘Save Notification Option Settings’

Sample of Opt-in and delivery notification options for an Affordable Care Act (ACA) Statement.

![Electronic Statement Notification Options](image)

10. You have now created an account. You may ‘Logout’.