

Creating A User ID in DNet



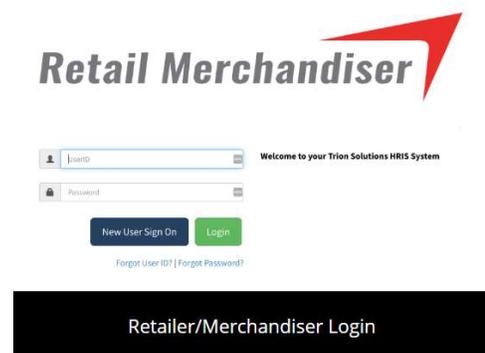
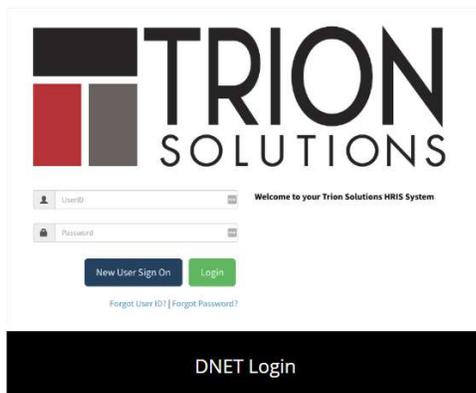
DNet is an integrated web portal from which any Employee can access, view and print their own payroll information and check stubs. Employees can access their information anytime and from anywhere; including from a cell phone.

New Users can create their own Login ID. They do not have to wait for an email or anyone to provide them their Login access. The following is information will assist the employee in creating their own Login to access their own information.

Log onto website with URL <https://payroll.trionworks.com/Dnet/> or

<https://payonline.trionworks.com/Dnet/> for Retail Merchandiser Employees

or through the Trion Website: <http://trionworks.com/client-employee-payroll-portal/>



- To get started, select the **New User Sign On** option. This will guide you in creating a new User ID.



Note: If you already have a login and password, enter that information and select **Login**

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- Select **I am an existing employee I have and Employee ID number** option

Your **Trion Employee ID** can be found on your check stub or obtained from your worksite employer.



The image shows the Trion Solutions login interface. At the top is the Trion Solutions logo. Below the logo, the text 'Please select an option below' is displayed with a red arrow pointing to the 'I am an existing employee I have an Employee ID number' button, which is highlighted with a red box. The other button, 'I am a new employee I have an On-Boarding Code.', is not selected.

- Enter the information requested in each field then select **Verify**

- ✓ **Employee ID**
- ✓ **Birth Date**
- ✓ **SSN**

The information entered will identify you as the employee to which access will be given.

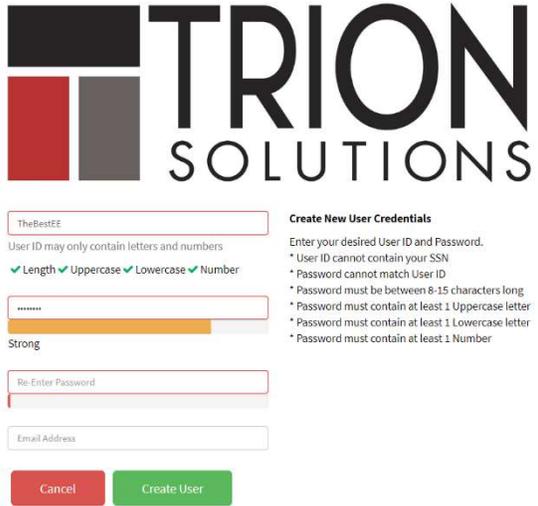


The image shows the Trion Solutions verification screen. It features the Trion Solutions logo at the top. Below the logo are three input fields: 'Employee ID' with the value 'WCDHM00009', 'Birth Date' with the value '01/01/1960', and 'SSN' with a masked value. At the bottom, there are two buttons: 'Back to Login' and 'Verify'.

Note: **Email** is not required to verify an account.

- After information is verified, you will be prompted to create a **User ID** and **Password** as well as enter an **email address**.

Note: Please follow rules outlined to create a strong password for your account.



The image shows the 'Create New User Credentials' screen. It features the Trion Solutions logo at the top. Below the logo are several input fields: 'User ID' with the value 'TheBestEE', 'Password' with a masked value and a strength indicator showing 'Strong', 'Re-Enter Password', and 'Email Address'. To the right of the input fields, there is a section titled 'Create New User Credentials' with the following rules: 'Enter your desired User ID and Password.', '* User ID cannot contain your SSN', '* Password cannot match User ID', '* Password must be between 8-15 characters long', '* Password must contain at least 1 Uppercase letter', '* Password must contain at least 1 Lowercase letter', and '* Password must contain at least 1 Number'. At the bottom, there are two buttons: 'Cancel' and 'Create User'.

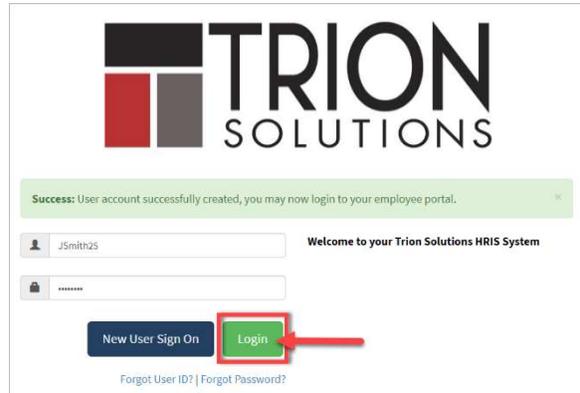
The email address is optional but strongly recommended.

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- After you select **Save** you will be able to log into DNet with your new User ID and Password.

Note: User ID and Passwords are case sensitive.

Select **Login** after entering in the new **User ID** and **Password**

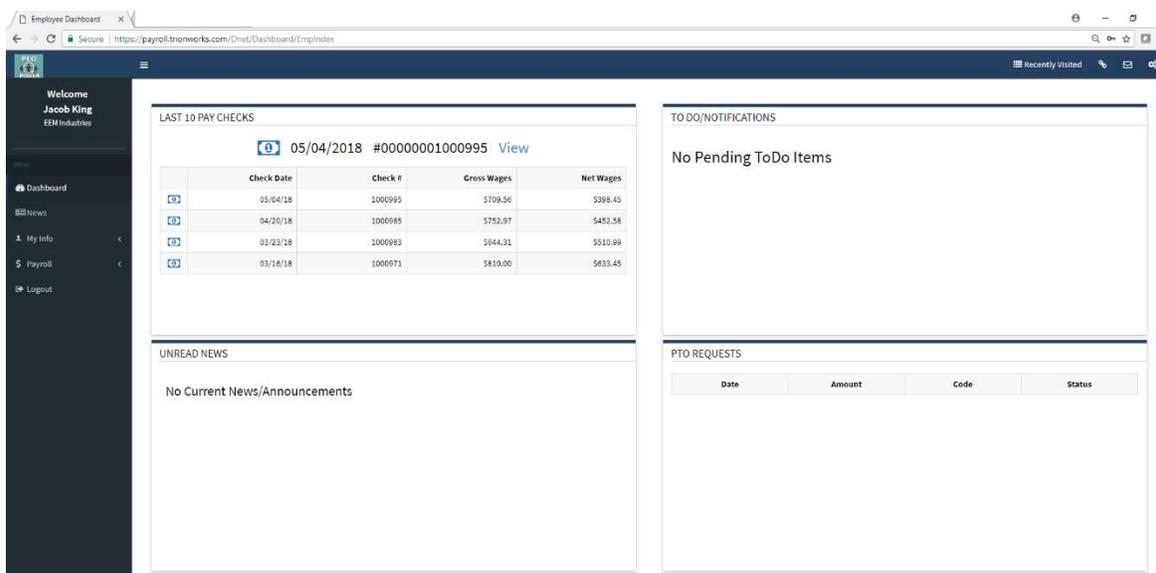


- After logging in with your new User ID and password, you will be prompted to designate Security Questions and Answers.

Note: The Security Questions will assist you in resetting a forgotten password.



- Welcome to DNet.....



Check Date	Check #	Gross Wages	Net Wages
05/04/18	#00000001000995	\$709.36	\$398.45
04/20/18	1000985	\$752.97	\$452.58
03/23/18	1000983	\$644.31	\$510.99
03/16/18	1000971	\$810.00	\$633.45