## Creating an Employee User ID

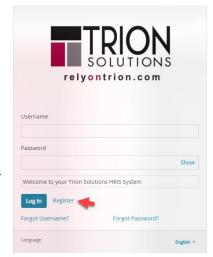


Trion Solutions provides an integrated web portal from which any Employee can access, view and print their own payroll information and check stubs. Employees can access their information anytime and from anywhere, including from mobile devices and tablets.

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 instructions below will assist employees in creating their own Login to access their employee information.

The following instructions are for first-time users only; those who have not registered and created a Username and Password on the <a href="mailto:new">new</a> Trion site. **Please note**: Even if you have/had a login for the previous site, DNet, you will still need to register and create a new Username and Password for the new site. You may use the same Username and Password from DNet, when you register onto the new site and create your new credentials.

Log onto the website with URL <a href="https://payontime.trionworks.com">https://payontime.trionworks.com</a>



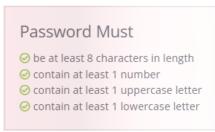
Select **Register** if you are a first-time user and have not created your Username and Password in Trion's new platform.

Enter the requested information.

## **Last Name**

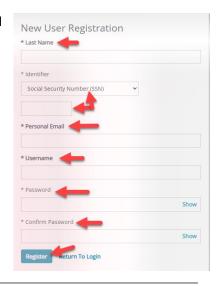
Identifier – Enter your Social Security Number in the blank field below

Personal Email Username Password





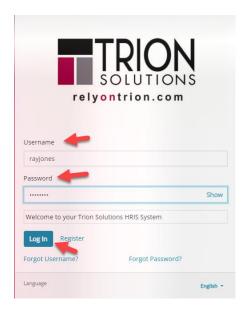
Select **Register** after you have entered your information.



After creating your Username and Password, enter the information on the window provided.

## Select Log In

**Note:** If you have any difficulties creating or logging into the portal, you can use the *Forgot Username?* Or *Forgot Password?* features or contact Client Services at 248-498-8517



Welcome to the Trion Solutions Web Portal!

