How to Set Up
a New Pay Account
With CIC Plus

Forgot User ID or
Password Support

Purpose

This training manual was prepared in partnership with Allegis partner/vendor CIC Plus.

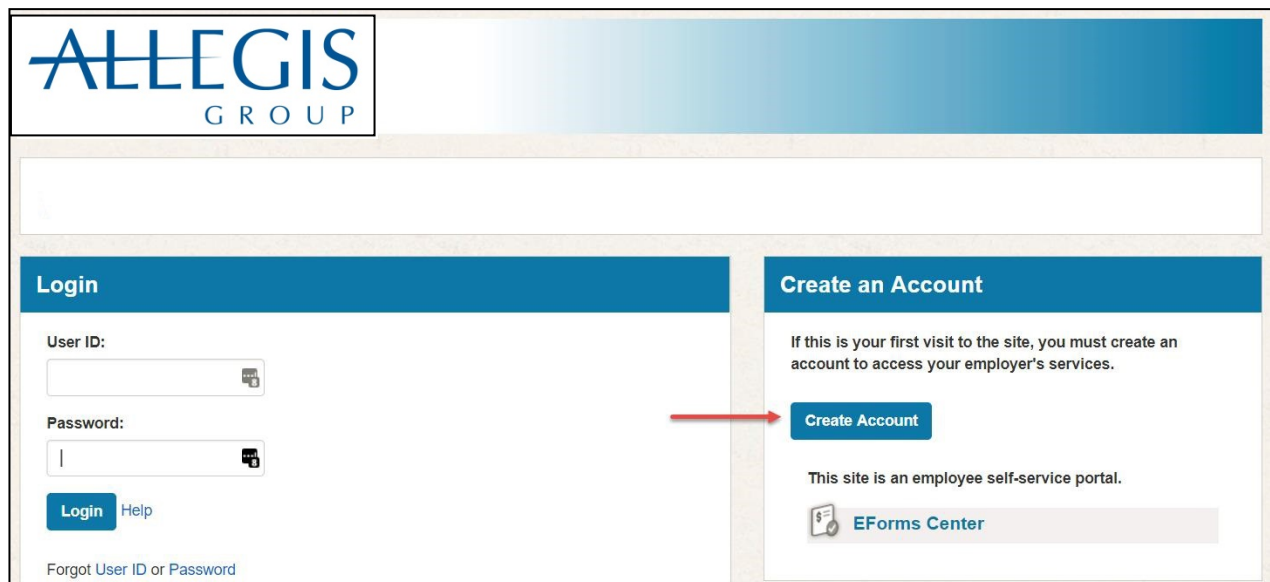All Allegis operating companies will now use CIC Plus for weekly pay statements and year-end tax statements.

The purpose of this document is to provide a tutorial for Allegis employees using the CIC Plus website paperlessemployee.com. This guide provides directions on how to create a secure account on the CIC Plus PaperlessEmployee website and gives you support if you forgot your password.

Create Account

This function is used by Allegis employees to create a secure account on the CIC Plus PaperlessEmployee website.

Create Account and Enter Credentials

Begin by accessing your site at https://www.paperlessemployee.com/allegis. If this is your first time accessing the site, click on the *Create Account* button to begin the process.

Enter the required fields to authenticate your identity. Please contact the help desk if you are unable to create an account.

Complete the fields on this screen, click the I'm not a robot reCAPTCHA validation, and then click on the Authenticate & Create Account button.

Create a New Account

Account Authentication

Your **Employee ID, Social Security Number and Date of Birth** are required to validate your secure account access.

Employee ID

[ ] Show

Please enter your 8 digit Employee ID

Social Security Number

[ ] Show

Your 9 digit SSN cannot begin with '000' or '666'

Date of Birth

[ ] Show

Your DOB should be in the format of mm-dd-yyyy

[ ] I'm not a robot   reCAPTCHA
Privacy - Terms

Authenticate & Create Account

Enter your **First Name**, **Middle Name** (optional) and **Last Name** which will be associated with your PaperlessEmployee account. Enter a **User ID** & **Password**. Store your user ID and password in a safe place, as you will need it in the future to access the system.

Click on the Save and Continue button to activate your account.

Create a New Account

Account Name

First Name *

Middle Name

Last Name *

Create Your User ID

Enter a User ID *

User ID must be 6-15 characters using only letters and/or numbers.

Create a Password

- Is case sensitive
- May not contain your User ID
- Must be 8-15 characters in length

Your password must contain 3 of the 4 items:
- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password *

Password Strength:

Confirm New Password *

Save and Continue

Answer Security Questions

Complete three personal Security Questions which may assist you should you need to reset a forgotten password. Click on the Save Security Questions located at the bottom of the screen when finished.
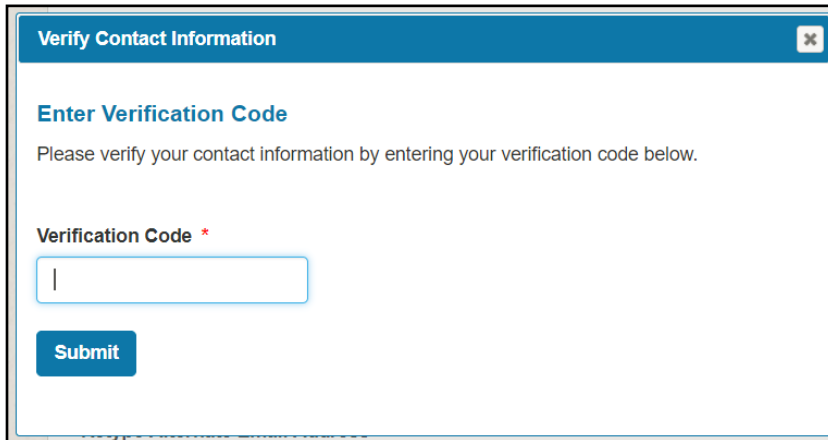

Enter Contact Information

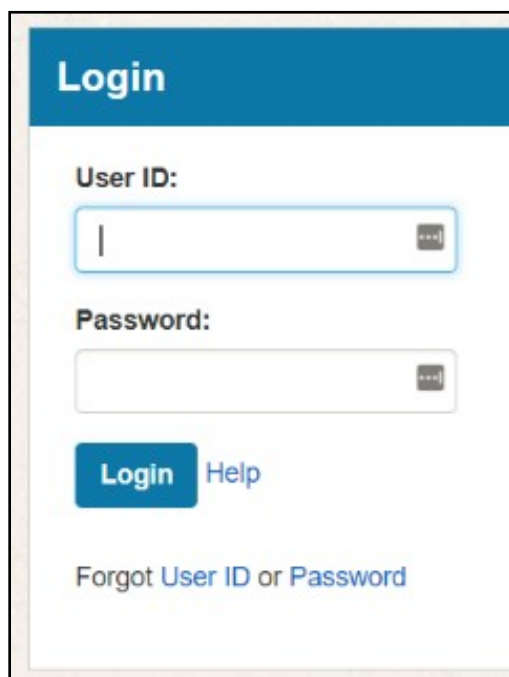Enter your contact information and confirm the validity of your email addresses and/or phone number.

If email verification is required, you will click on the *Verify Email* button. A code will be sent to your email address. Enter the code onto the screen and then click on the *Submit* button.

If phone verification is required, you will click the *Test Text Message* or *Verify Phone Number* button. A code will be sent to your phone or you will receive a phone call. Enter the code onto the screen and then click the *Submit* button.
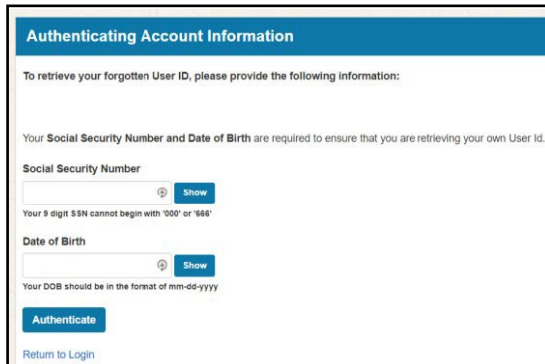

Forgot User ID or Password?

This function is to be used if an employee cannot remember either their user ID or Password that was initially created to access the PaperlessEmployee website. Go to your secure site at https://www.paperlessemployee.com/allegis and click on the *User ID* or *Password* link depending on what information you need.
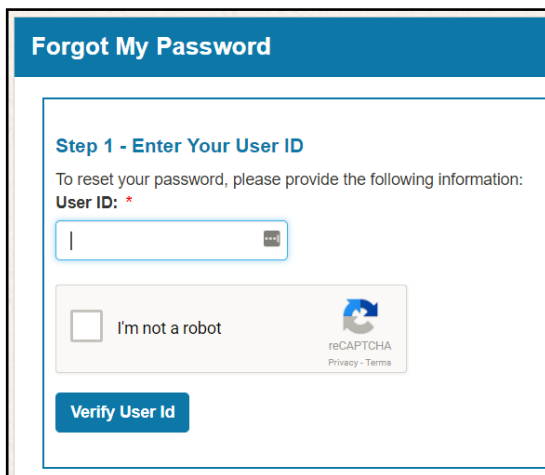
Forgot User ID

You will need to enter the authentication values originally used to set up your account. If you cannot remember these values, please contact your employer. Once you have entered the values, click on the **Authenticate** button and your User ID will be displayed. You can then login.
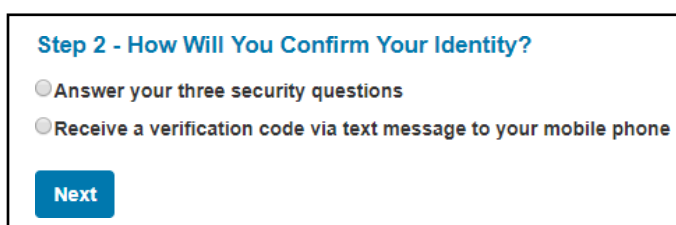

Forgot Password

You will need to enter the User ID originally used to set up your account. Complete the field, click the **I'm not a robot** reCAPTCHA validation, then click on the **Verify User Id** button.

Click the radio button indicating how you would like to confirm your identity and then click on the **Next** button. These options will vary by company. Proceed to answer the questions used to verify your credentials. You will then set up a new password and be given a link to login again.