

How

A new page will populate and you will be asked to enter your personal details to verify your identity. Please note that your last names should be entered in all CAPS.

After submitting the information, you will be brought to the screen below. Please follow the instructions and enter an email address that will be used as your username and primary email address.

Once you have completed these steps and your information has been accepted, you will be sent a new user registration email from Payroll@luc.edu with a link to finish your registration.

| Test@luc.edu

After clicking on the link provided in the email, you will have to reconfirm your credentials.

On the next screen, you will have to set up your password.

After creating the password and clicking the submit button, you will have the option to specify an additional email address for your communications. Please enter your secondary email address or if you do not want one stored, check the box at the bottom.

Test@luc.edu

Test2@gmail.com

Now that your secondary email selection has been made; you have now successfully completed the registration process. You can go ahead and click on 'Login'.

You will be returned to the login page and once you submit the information you will be emailed a verification code that will need to be entered.

Test@luc.edu

Congratulations you are now able to view and print your year end tax documents.

