

# Pay Portal Instructions



The screenshot shows the Paylogix Login page. At the top is the Paylogix logo and the word "Login". Below the logo are two input fields: "Email" and "Password". Under the "Password" field is a link that says "Forgot your password?". Below that is a checkbox labeled "Remember Me". At the bottom of the form is a large green button labeled "Log in". Below the button is a link that says "First time here? Register here".

The screenshot shows the Paylogix Register page. At the top is the Paylogix logo and the word "Register:". Below the logo is a horizontal line. Underneath is an "Email" input field. Below the input field is a large green button labeled "Submit". At the bottom of the form is a link that says "Back to Login".

- 01 Go to <https://pay.paylogix.com>

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- 02 Logging in for the first time? Click register here and enter your email address.

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- 03 You will receive a verification email to complete your registration and create a password. Note, your email address is your Login ID.

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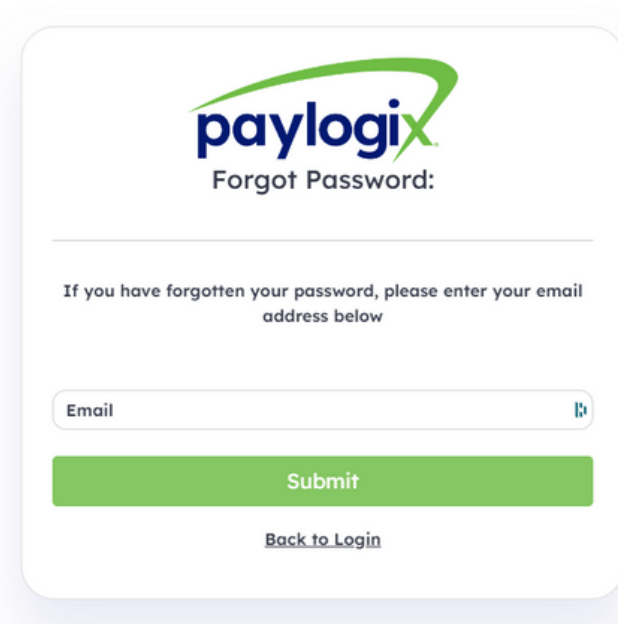
- 04 Enter your new password and click submit. Proceed to the Welcome screen.

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- 05 Returning to access the portal? Go to <https://pay.paylogix.com> enter your Login ID and password. Proceed to the Welcome screen.

**NOTE:** The participant's email address must be added into the Paylogix portal prior to the Participant registering for the first time. The email must be unique and cannot be shared among participants.

# Pay Portal Instructions



The screenshot shows the 'Forgot Password' page. At the top is the Paylogix logo and the text 'Forgot Password:'. Below this is a horizontal line and the instruction: 'If you have forgotten your password, please enter your email address below'. There is an input field labeled 'Email' with a small icon on the right. Below the input field is a green 'Submit' button. At the bottom of the form is a link that says 'Back to Login'.

- 01 Go to <https://pay.paylogix.com>

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- 02 Click on "Forgot Password."

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- 03 Enter your email address and click continue.

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- 04 Check your email. You will receive a verification email with instructions on how to reset your password. Note, your password must be at least 10 characters.

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- 05 Enter your new password and click submit. Proceed to the Welcome screen.