

App Elements Login Instructions with Pay Statements

12 Steps [View most recent version](#) 

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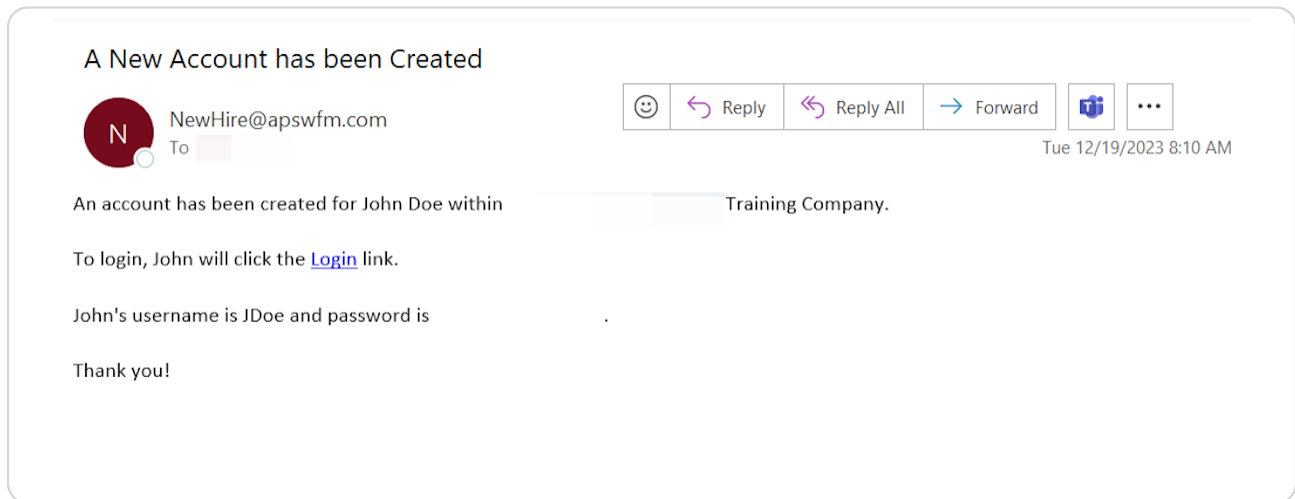
STEP 1

Check your email account for your New Hire email

This email will be sent to the email account listed on your employee profile page. The email can take up to five minutes to send. Please wait and check your junk or spam folders before requesting a new email.

The email will contain a login link, your username, and a temporary password. Click on the link to login to your company's page.

If the temporary password has a period at the end, this is not included as part of the password.



STEP 2

Check your email account for your Password Reset email

If you've signed in before but need your password reset, you can select "Forgot Your Password?" on the login screen, or contact your administrator and ask for a password reset email.

This email will be sent to the email account listed on your employee profile page. The email can take up to five minutes to send. Please wait and check your junk or spam folders before requesting a new email.

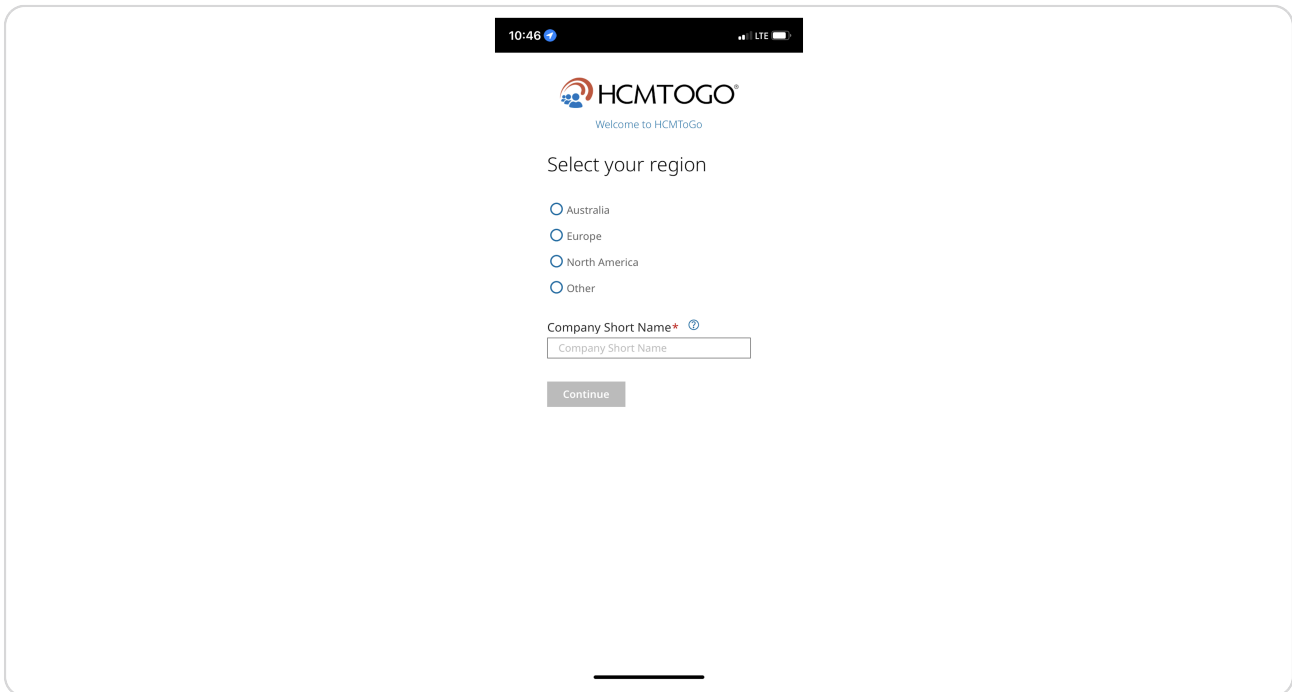
The email will contain a login link, your username, and a temporary password. Click on the link to login to your company's page.

If the temporary password has a period at the end, this is not included as part of the password.

STEP 3

Select Your Region

Select your region and enter your company short name. You can get the company short name from your administrator.

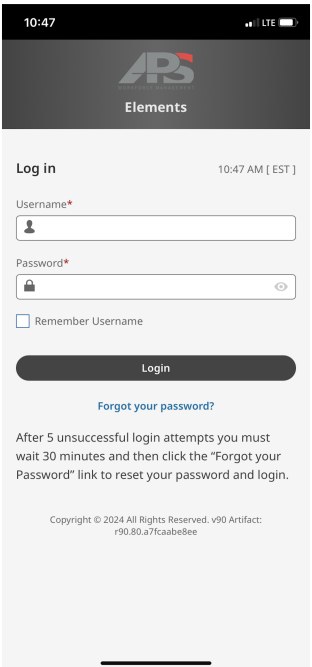


The screenshot shows a mobile application interface for HCMTOGO. At the top, the status bar displays the time 10:46, LTE signal strength, and battery level. The app header features the HCMTOGO logo and the text "Welcome to HCMToGo". Below this, the instruction "Select your region" is followed by four radio button options: Australia, Europe, North America, and Other. A text input field labeled "Company Short Name*" with a help icon is positioned below the radio buttons. A "Continue" button is located at the bottom of the form area.

STEP 4

Enter in your username and temporary password from the email you received

Click the Login button on the screen.

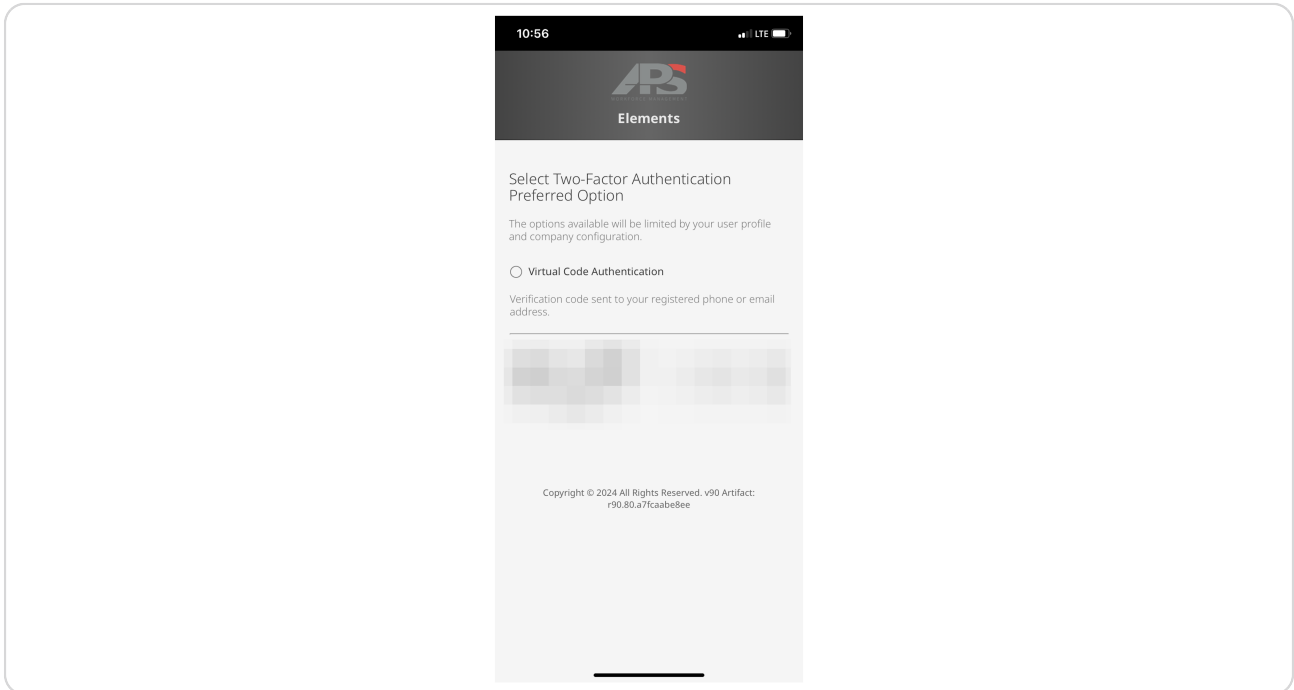


The screenshot shows a mobile application interface for 'ARS Elements'. At the top, the status bar displays '10:47', signal strength, LTE, and battery. Below the status bar is a dark header with the 'ARS' logo and the word 'Elements'. The main content area is titled 'Log in' with a timestamp '10:47 AM [EST]'. It features two input fields: 'Username*' with a person icon and 'Password*' with a lock icon and a toggle for visibility. Below these is a checkbox labeled 'Remember Username'. A dark 'Login' button is positioned below the checkbox. A link for 'Forgot your password?' is located below the button. A warning message states: 'After 5 unsuccessful login attempts you must wait 30 minutes and then click the "Forgot your Password" link to reset your password and login.' At the bottom, there is a copyright notice: 'Copyright © 2024 All Rights Reserved. v90 Artifact: r90.80.a7fcaabe8ee'.

STEP 5

Enter your preferred two-factor authentication option

This is required to login. You have the option of registering a phone or email address, or using an Authenticator App.



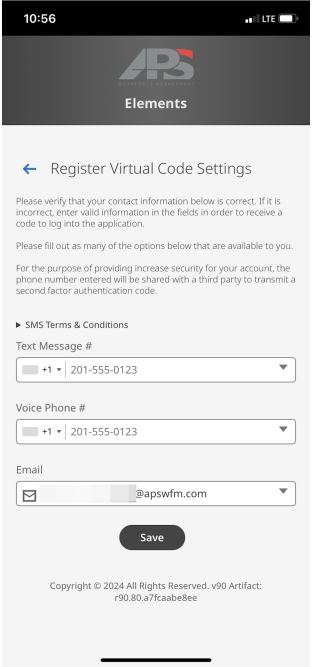
STEP 6

Enter your preferred two-factor authentication option

A dummy phone number will appear, along with the email that is on your employee profile.

Via Phone: The phone number shown is to show the format that you must use to ensure you get the phone call or text code. Enter your phone number into either the text message or call field. Verify the number is correct and click the Save button.

Email: You can use the email associated with your account, or you can add an email to the field. Verify your email information and click the Save button.



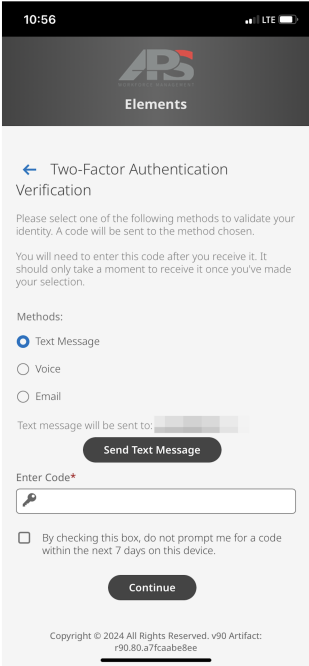
The screenshot shows a mobile application interface for 'Elements'. The title is 'Register Virtual Code Settings'. Below the title, there are instructions: 'Please verify that your contact information below is correct. If it is incorrect, enter valid information in the fields in order to receive a code to log into the application.' and 'Please fill out as many of the options below that are available to you.' A note states: 'For the purpose of providing increase security for your account, the phone number entered will be shared with a third party to transmit a second factor authentication code.' There is a section for 'SMS Terms & Conditions'. The form has three fields: 'Text Message #' with a dropdown menu showing '+1 | 201-555-0123', 'Voice Phone #' with a dropdown menu showing '+1 | 201-555-0123', and 'Email' with a dropdown menu showing '@apswfm.com'. A 'Save' button is located below the fields. At the bottom, there is a copyright notice: 'Copyright © 2024 All Rights Reserved. v90 Artifact: r90.80.a7fcaabe8ee'.

STEP 7

Enter your preferred two-factor authentication option

Once you have clicked Save, you will be re-directed to the verification page. Verify your choices, and click Send Text Message or Make Call depending on your selection.

Enter the code that you receive. Click the Continue button on screen.

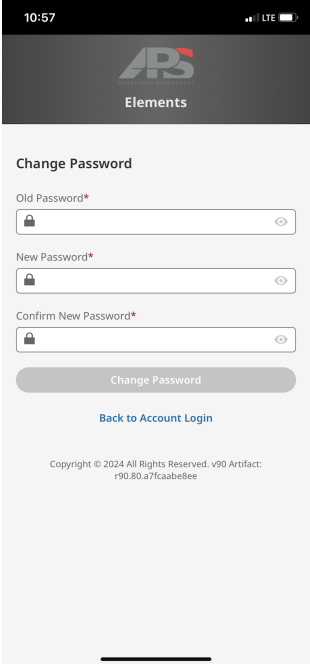


The screenshot shows a mobile application interface for 'Elements'. The screen is titled 'Two-Factor Authentication Verification'. It instructs the user to select a method to validate their identity. The available methods are Text Message (selected), Voice, and Email. Below the methods, it shows the phone number to which the text message will be sent and a 'Send Text Message' button. There is an 'Enter Code*' input field with a magnifying glass icon. At the bottom, there is a checkbox for 'By checking this box, do not prompt me for a code within the next 7 days on this device.' and a 'Continue' button. The footer contains copyright information: 'Copyright © 2024 All Rights Reserved. v90 Artifact: r90.80 a7Kcaabeee'.

STEP 8

Once you have set up your two-factor authentication option, you will need to reset your password

Follow the steps to change from your temporary password to a new password that you create. Use the New Hire email or the Password Reset email to get your temporary password. The password will have to be 15 characters minimum, and contain one uppercase letter, one lower case letter, one number, and one symbol.



10:57 LTE

ARS
Elements

Change Password

Old Password*

New Password*

Confirm New Password*

Change Password

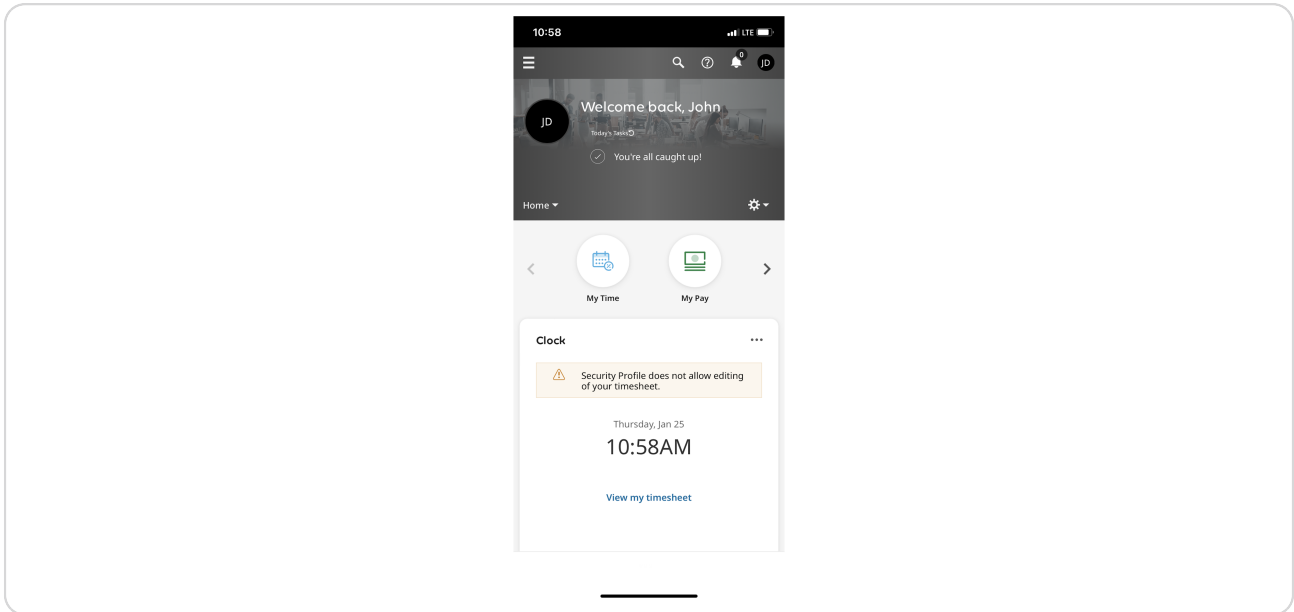
[Back to Account Login](#)

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STEP 9

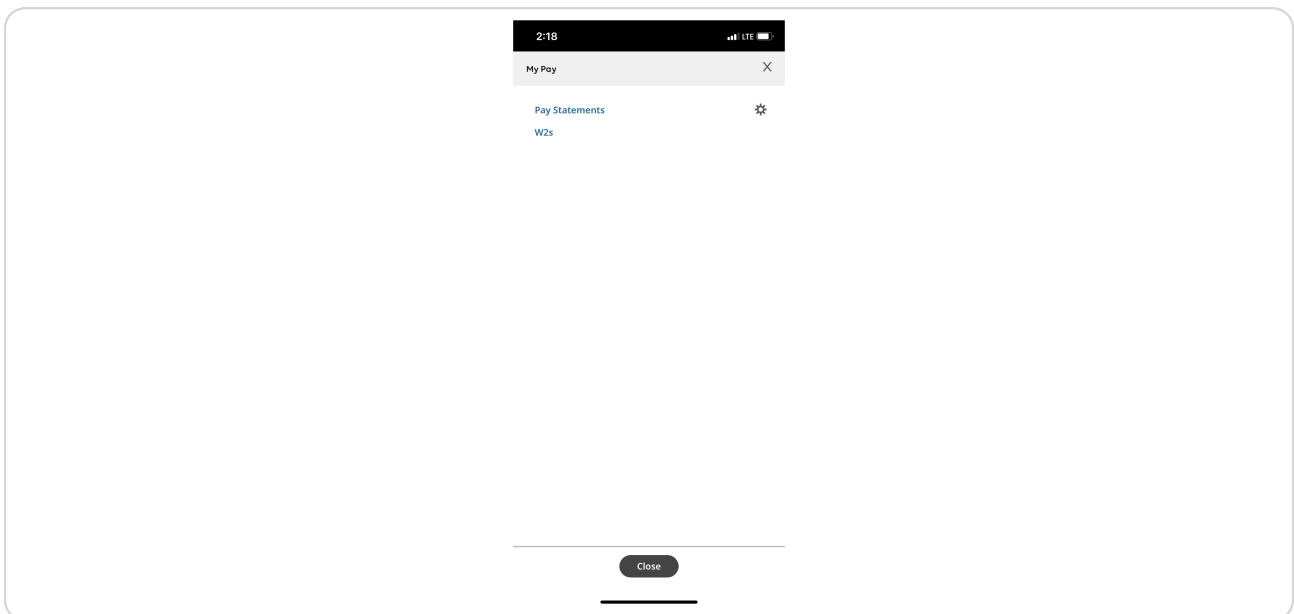
Accessing Pay Statements

When you are signed in, click on the My Pay button. A pop up will appear. If you don't have the button, click on the three dashes in the top left corner of the screen and continue to Step 11



STEP 10

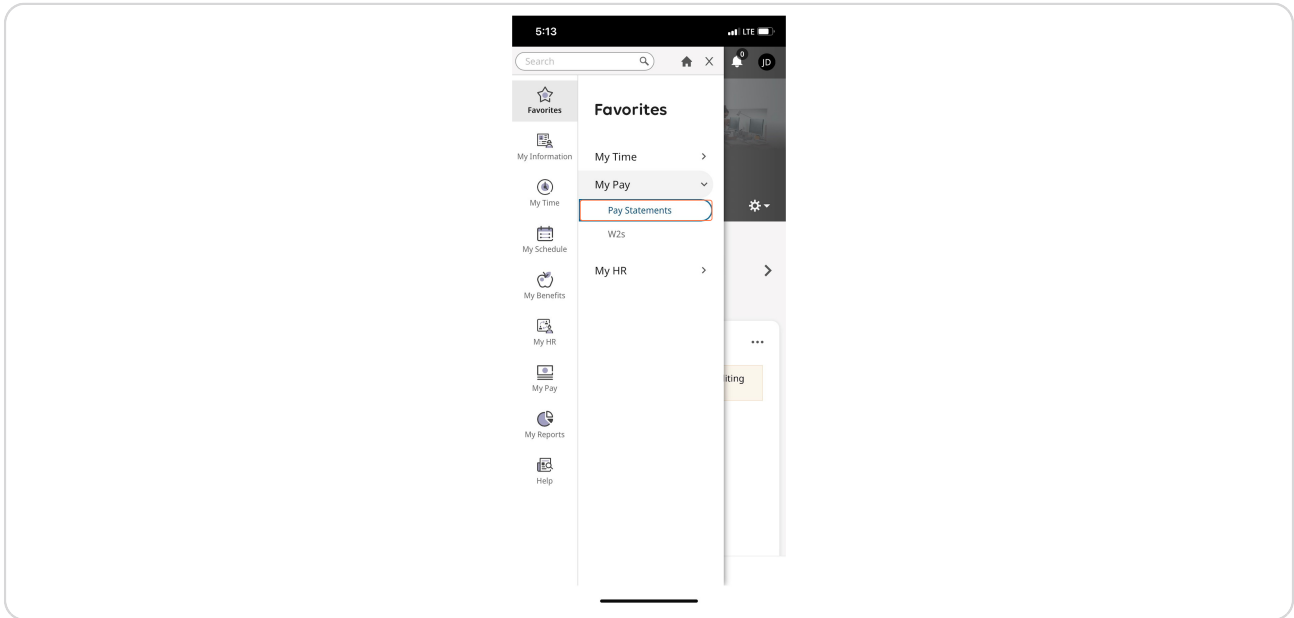
Click on Pay Statements



STEP 11

Using the Menu

Once you click the three dashes, go to the Favorites tab > My Pay > and Pay Statements



STEP 12

You'll be taken to your Pay History page.

From here, you have access to view all of your pay statements.

