

# Creating an Account on PaperlessEmployee.com

Begin by accessing your company's site at: [www.PaperlessEmployee.com/Princetonuniversity](http://www.PaperlessEmployee.com/Princetonuniversity)

1. Select the **'Create Account'** button to begin the process.

Select a language: English Français Español

Welcome, ACA Demo Employees

**Login**

User ID:

Password:

**Login**

[Forgot User ID or Password](#)

**Create an Account**

If this is your first visit to the site, you must create an account to access your employer's services.

**Create Account**

This site is an employee self-service portal for:

2. Enter your Social Security Number, Employee ID, and the first 3 letters of your last name.  
**NOTE:** If your last name contains 2 or less letters, input only those letters. Do not use any punctuation.
3. Click the **'Authenticate & Create Account'** button.

**Create a New Account**


**Account Authentication**

Your **Employee ID, Social Security Number and First Three Letters of Last Name** are required to validate your secure account access.

**Employee ID**  
 **Show**  
Please enter your 6 digit employee ID, including leading zeros, if applicable.

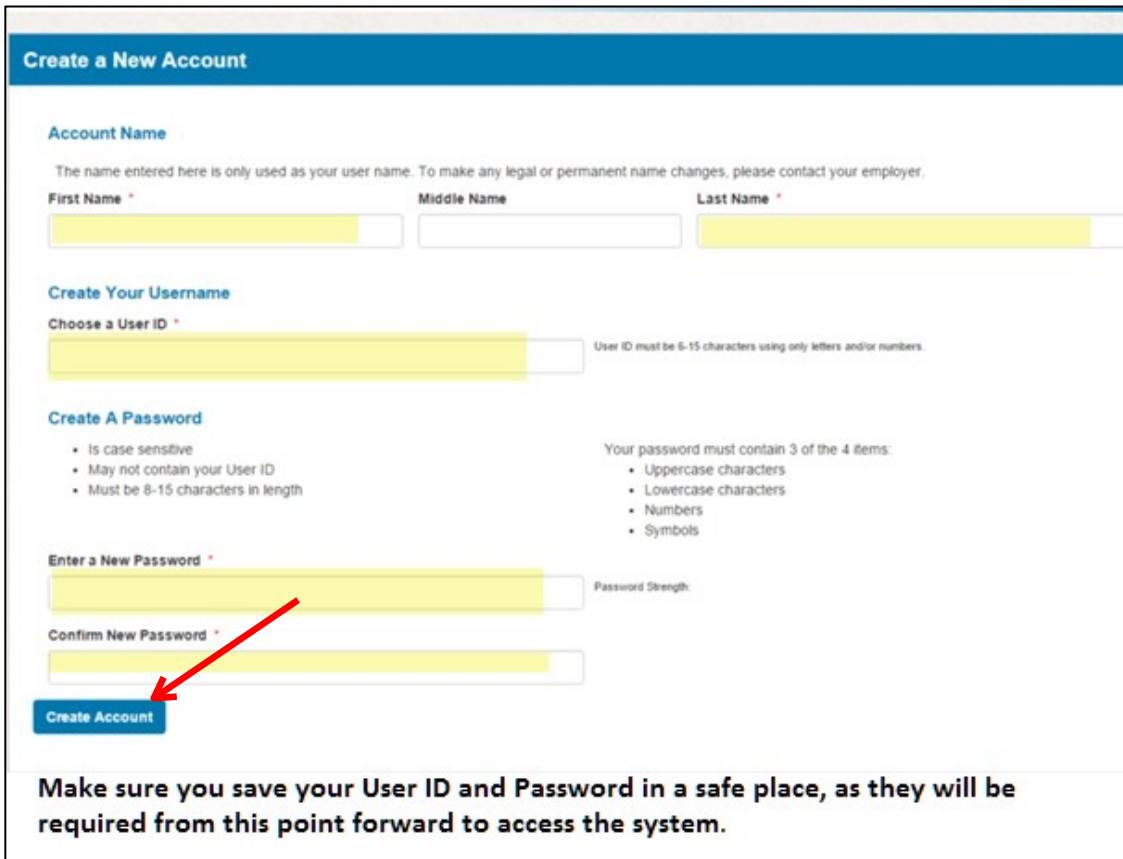
**Social Security Number**  
 **Show**  
Your 9 digit SSH cannot begin with '000' or '666'

**First Three Letters of Last Name**  
 **Show**  
Do not include spaces, dashes, or apostrophes

I'm not a robot   
CAPTCHA  
Privacy Terms

**Authenticate & Create Account**

4. Create your **'Account Name', 'User ID', and 'Password'** for future access to the site. Once you have completed all the details on this screen select the **'Create Account'** button.



**Create a New Account**

**Account Name**  
The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name \* Middle Name Last Name \*

**Create Your Username**  
Choose 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

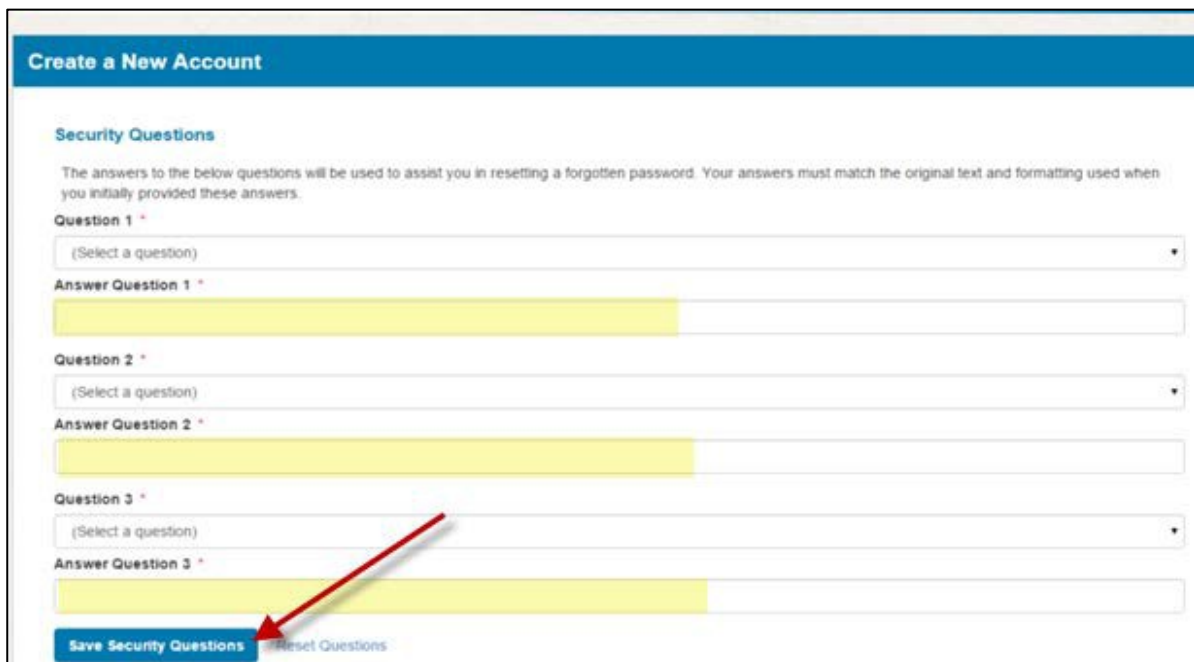
Enter a New Password \* Password Strength

Confirm New Password \*

**Create Account**

**Make sure you save your User ID and Password in a safe place, as they will be required from this point forward to access the system.**

5. Enter responses to three personal **'Security Questions'** and click **'Save Security Questions'**.



**Create a New Account**

**Security Questions**  
The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

Question 1 \*  
(Select a question)

Answer Question 1 \*

Question 2 \*  
(Select a question)

Answer Question 2 \*

Question 3 \*  
(Select a question)

Answer Question 3 \*

**Save Security Questions** Reset Questions

6. Enter your **'Contact Information'**. The options can vary and may include any one, or all of the following:

- Email Address
- Alternate Email Address - *optional*
- Cell Phone - *optional*

**NOTE:** This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

7. Next, you are required to validate your email. Click **'Validate Email'**.

**Contact Information**

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

**Email Address**  
 Please enter your primary email address.

**Retype Email Address**  
 **Validate Email**

**Alternate Email Address**  
 Please enter an optional secondary email address.


**Retype Alternate Email Address**

**Cell Phone**  
 (Select a carrier)

By providing your cell phone number you are authorizing us to send you SMS messages relating to your 1095. To unsubscribe return to PaperlessEmployee.com and select a different notification method.

Please enter your primary email address.

Retype Email Address must match Email Address

**Validate Email** 

You are required to validate your Email Address

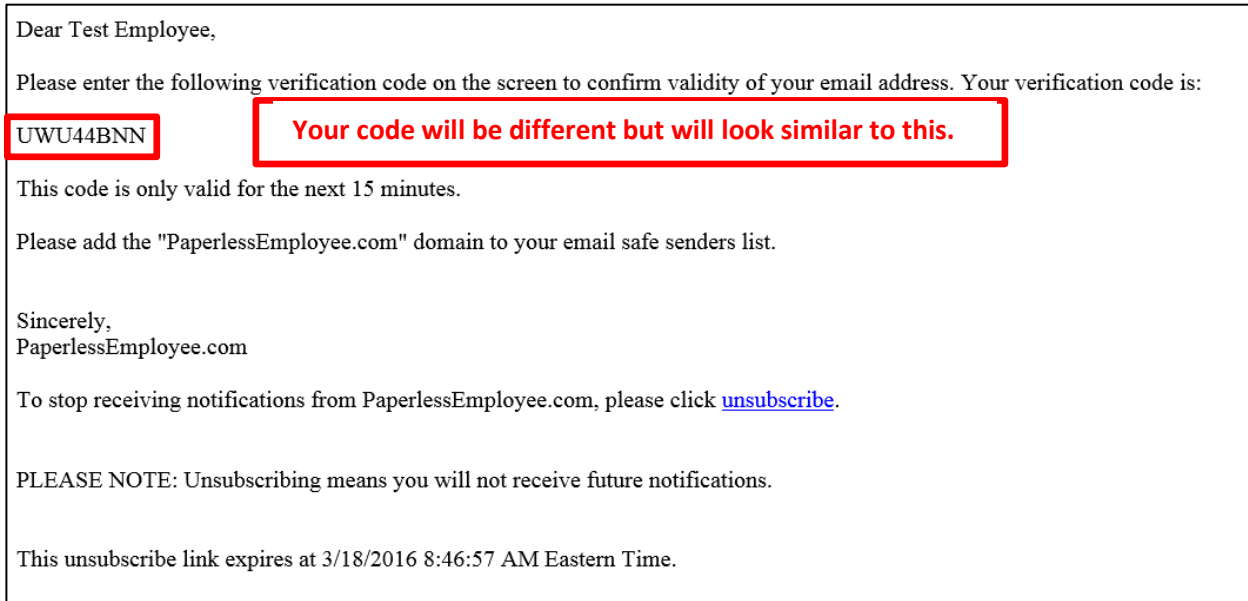
**Validate Email Address**

**Enter the Email Validation Code**

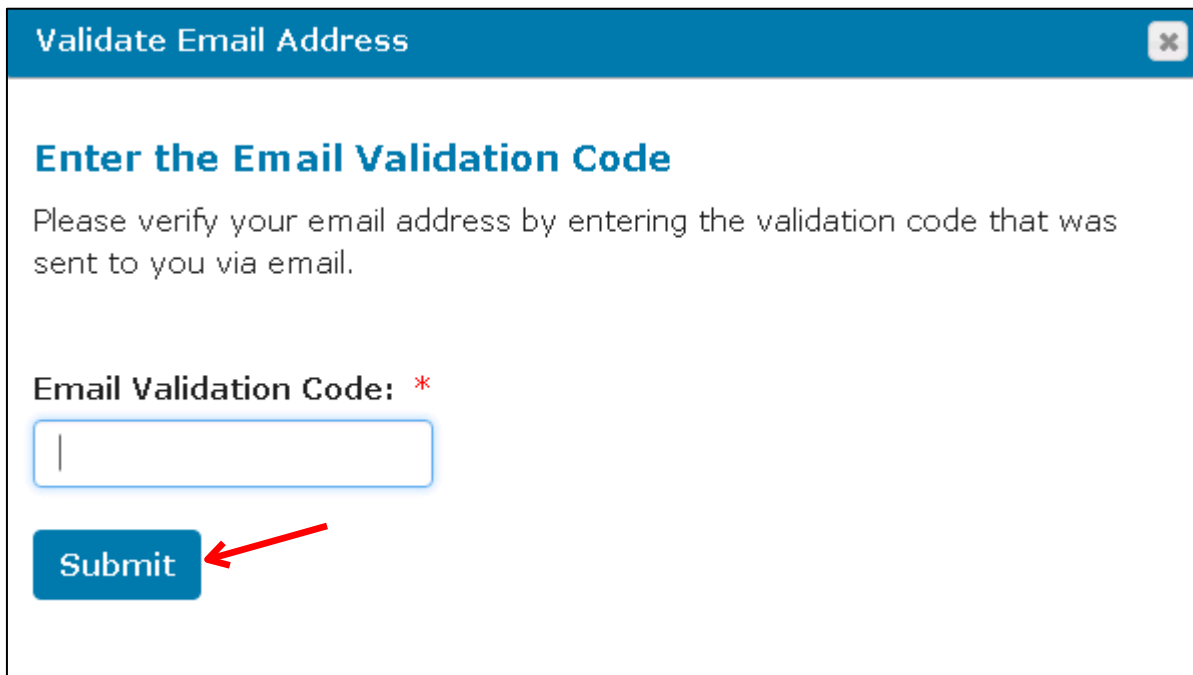
Please verify your email address by entering the validation code that was sent to you via email.

**Email Validation Code: \***

The validation code will be sent within a few minutes in an email to the email address you entered.



8. Enter the code from the email and click **'Submit'**.



**NOTE:** If your employer allows an electronic delivery option for Affordable Care Act statements there will be additional options to elect an electronic statement and a notification method, (a sample is on the following page).

9. When finished, click **'Save Notification Option Settings'**.



Below is an example of the electronic delivery option you may be offered while creating an account. The delivery notification options indicate the method in which you would like to be notified when a form is available.

Once you have selected your delivery notification method, select **'Save Notification Option Settings'**

**Sample of Opt-in and delivery notification options for an Affordable Care Act (ACA) Statement.**

A screenshot of a web form titled "Electronic Statement Notification Options". The form contains a question: "If you are eligible for a 2015 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?". There are two radio buttons: "Yes" (selected) and "No". To the right of the question are three columns of notification options: "Primary Email Address" with a checked checkbox, "Alternate Email Address" with an unchecked checkbox, and "Text Message" with an unchecked checkbox. Below the question is explanatory text about Form 1095 and a list of five terms of agreement. At the bottom, there is a note about downloading Adobe Reader.

10. You have now created an account. You may **'Logout'**.

