



Welcome to Instant Axcet Employee Self-Service Site

Axcet HR Solutions is pleased to welcome you to the Employee Self-Service website! This website will contain your personal, payroll and benefit information, and is optimized for smartphones, tablets, desktops and laptops. After a simple registration process, you will be able to log in with a username and password. Below is a guide on how to register.

- Go to www.axcethr.com
- Click on **Login**
- Click on **Employee Registration**
- Click on **Register** on the bottom right

YOU SHOULD SEE THIS SCREEN ►

Please fill in the blanks on this screen:

- Last Name
- Social Security number
- Create a User Name in all lower case
(please choose a user name that you can easily remember)
- Create Password
- Confirm Password

**WHEN THE BLANKS ARE FILLED IN,
PLEASE CLICK "REGISTER."**

The screenshot shows the 'User Registration' form with the following fields: Last Name (placeholder: Last Name), Social Security Number (placeholder: xxx-xx-xxxx), Create User Name (placeholder: username), Create Password (placeholder: password), and Confirm Password (placeholder: retype password). Below the fields are 'Strong Password Requirements' listed as bullet points: 'The new password field cannot be empty.', 'Passwords must be at least 8 characters in length.', 'Passwords must not contain the username.', 'Passwords must contain at least 1 upper case letter and at least 1 lower case letter.', and 'Passwords must contain at least 1 number.' At the bottom right are 'Register' and 'Cancel' buttons.

If you choose the same user name as someone else, you will receive an error message asking for a new user name. Otherwise, a green box will display to let you know your registration was successful.

To Login

- Bookmark this page
- Enter your name and click "continue"
- Enter your password and click "continue"

The screenshot shows the login screen with the 'Instant AXCET Employee Self Service' logo at the top. Below the logo is a 'Username' input field and a 'Continue' button. At the bottom left is a link for 'Forgot Your Password?' and at the bottom right is a 'Register' link.

If you have forgotten your password, simply click [Forgot Your Password?](#) On the bottom left of the login screen. Enter your user name and a temporary password will be emailed to the address we have on file. If you think the email address in our system is missing or incorrect, please contact us.

**If you have any questions, please contact Axcet at 913-383-2999 and ask for your Axcet Representative.
We'll be glad to help you get started with our Employee Self-Service website!**

**Your password will be emailed to you from web-noreply@axcethr.com. Please set your spam filter to allow all emails from the axcethr.com domain. Or simply open your spam filter or junk mail and locate the email from web-no-reply@axcethr.com and drag it to your inbox or set to "Not Spam". The process varies depending on your email provider. If you need assistance, please contact your IT specialist on site, or your Axcet Payroll Administrator at 913-383-2999.