

OBTAINING YOUR PAYSTUBS /

OBTENER TUS TALONES DE CHEQUE

1. Look for the app **HCMTOGO** and install on your phone /
Busca e instala la aplicación HCMTOGO
2. Select your region and write in the company Short Name
(Short Name = SUNRISELS) / **Selecciona tu region y escribe el
Short Name de la compania (Short Name = SUNRISELS)**



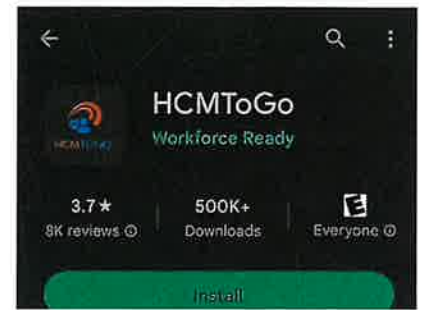
Select your region

- ☐ Australia
- ☐ Europe
- ☒ North America
- ☐ Other

Company Short Name* ⓘ

SUNRISELS

Continue



Login

Forgot your password?

OR

3. Select **Forgot your password** / **Selecciona Forgot your password**
4. Put your **Username** and select **Continue** / **Escribe tu Username y
selecciona Continue**

YOUR USERNAME: Is the first letter of your first name followed by your last name(s) / **TU
USERNAME:** Es la primera letra de tu primer nombre seguido por tu apellido(s)

Examples / Ejemplos

William Arnold = warnold

Abraham Contreras Martinez = acontreras martinez **OR** acontretasmartinez

Guillermo De La Cruz Rodriguez = gdelacruzrodriguez

Hunter Carmen-Santos = hcarmen-santos

****IF YOU CANNOT FIGURE IT OUT ASK THE OFFICE/HR/TANIA FOR YOUR USERNAME / SI NO
PUEDES DESIFRAR TU USERNAME PREGUNTA A LA OFICINA/RECURSOS HUMANOS/TANIA**

Reset Password

Username*

jsalvado.

Continue

Back to Account Login

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5. Type in your social security number **WITHOUT DASHES** and select **Continue** / Escribe tu seguro social **SIN LINEAS** y selecciona **Continue**

Example/Ejemplo: 895-689-1234 = 8956891234

6. Reset your password and select **Continue** / Escoge una contraseña nueva y selecciona **Continue**

7. Go back to the login screen and add your new password in, click **Remember Username** (optional) and click **Login** / Vuelve a la pantalla de inicio de sesión y agrega tu nueva contraseña, selecciona **Remember Username** (opcional para que se recuerde tu "username") y selecciona **Login**

8. Complete the two-factor authentication verification and select **Continue** / Completa la verificación de autenticación y selecciona **Continue**

← Two-Factor Authentication Verification

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Info Message:

Text message was sent successfully.
Enter in the code you've received in the field below.
To eliminate this step for future logins on the current device, use the check box.

Methods:

- ☒ Text Message
☐ Voice
☐ Email

Text message will be sent to: *****1962

[Send Text Message](#)

Enter Code*

- ☒ By checking this box, do not prompt me for a code within the next 30 days on this device.

[Continue](#)

Reset Password

5 Username*

What is your social security?

Answer*

[Continue](#)

[Back to Account Login](#)

6 New Password*

Confirm New Password*

[Continue](#)

Log in 8:14 AM [EDT]

7 Your password was changed. Please login using your new password.

Username*

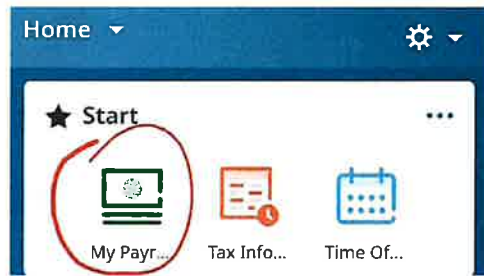
Password*

☒ Remember Username

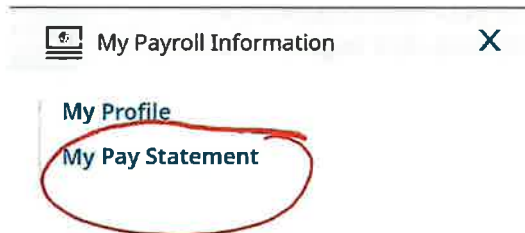
[Login](#)

OBTAINING YOUR PAYSTUBS / OBTENER TUS TALONES DE CHEQUE

9. Select **My Payroll** / **Selecciona My Payroll**



10. Select **My Pay Statement** / **Selecciona My Pay Statement**



11. Select **Recent OR Historical**, once you find the paystub that you want select **Pay Statement** to view it / **Selecciona Recent** (recientes) O **Historical** (pasados), cuando encuentres el talón que quieres selecciona **Pay Statement** para verlo



Jun 02, 2023

Net Payment

\$ [REDACTED]

Type Regular

Pay Period Start May 22, 2023

Pay Period End May 28, 2023

Gross [REDACTED]

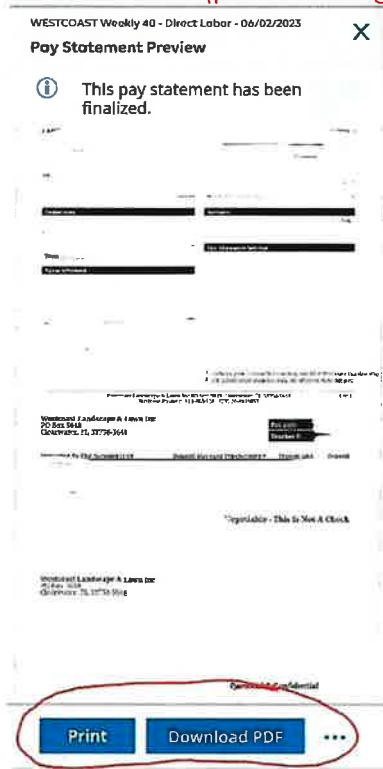
Check [REDACTED]

Direct Deposits [REDACTED]



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12. Click **Print or Download PDF** if you're interested / **Selecciona Print** (para imprimir) o **Download PDF** (para descargarlo) si estas interesado



FYI the sign out button is on the home screen on the top right corner / Solo para tu información el botón de desconectar está en la pantalla de inicio en la esquina superior derecha