



Payentry.com Password Change Instructions

Use the following instructions to change your password for the Payentry.com online payroll system. Please be sure to refer to the “Network Security Best Practices” guide for tips on creating strong passwords.

- 1. Log into Payentry.com as you would normally.

Login

Fastpay Payroll Services

To login enter your username and password, and a company ID.

Username:

Password:

Company ID:

- 2. Once logged in you will see a link in the top right corner labeled “Preferences”. Click that link.

Fastpay Payroll Services

[Help](#) | [Preferences](#) | [Logout](#)

- 3. You will now be on the “Preferences” page. Scroll to the bottom where it says “Change Password”. Type in your new password, twice, and click “Save Changes”.

Change Password

Note: If no new password is supplied the current password will not be changed.

New Password

Confirm Password