

## Multi-Factor Authentication

Paycor is serious when it comes to making sure our clients' payroll and personal information is kept confidential and secure. As a result, we utilize Multi Factor Authentication that requires more than one method of authentication other than simply entering a username and password to verify a user's identity.

This authentication is an industry common practice in high transactional environments to provide additional security, such as financial institutions. About 95% of our users are only challenged once every 90 days, a balance of Security and Convenience.

For the remaining users who receive frequent MFAs there are a few changes that can be done to enhance their experience. Typically these questions can be answered with the help of your organization's IT team:

Do you travel frequently between different networks or IP addresses for connecting to Paycor?

- To protect your security, by default, we require MFA on any new IP address by default. Your Paycor administrators can relax this configuration depending on your organizations needs and desired level of security.

Do you work from a VDI or does your corporate policy clear cookies frequently?

- There is an option to have whitelisted cookies for VDI environments which decreases the number of MFA challenges users experience.

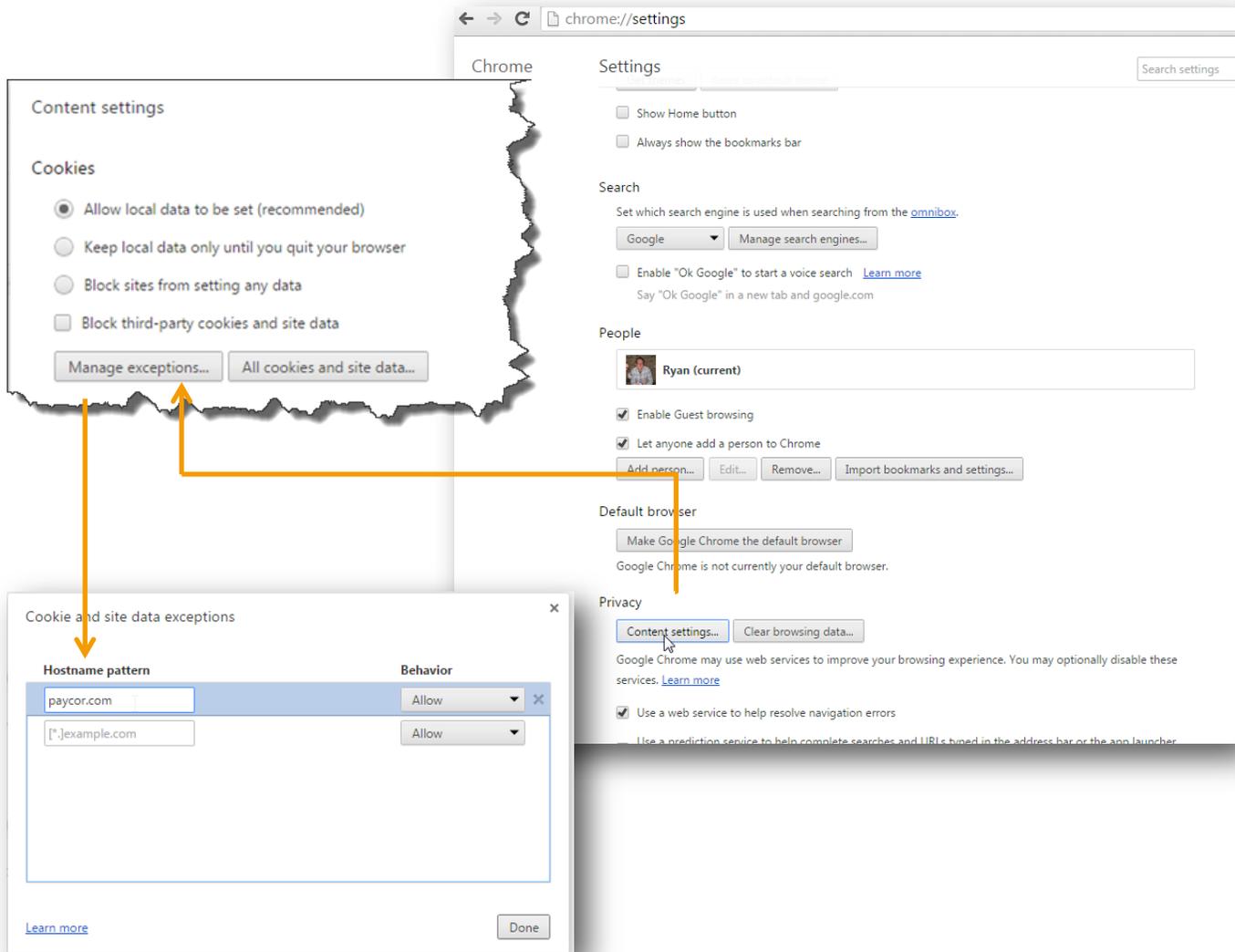
Does your browser allow cookies to be set?

- Below we have steps outlined to make sure you allow cookies for Paycor.com

## Browser Settings – Chrome

Follow the steps below to set your browser to not clear cache upon exit, or click here: [Google Chrome](#)

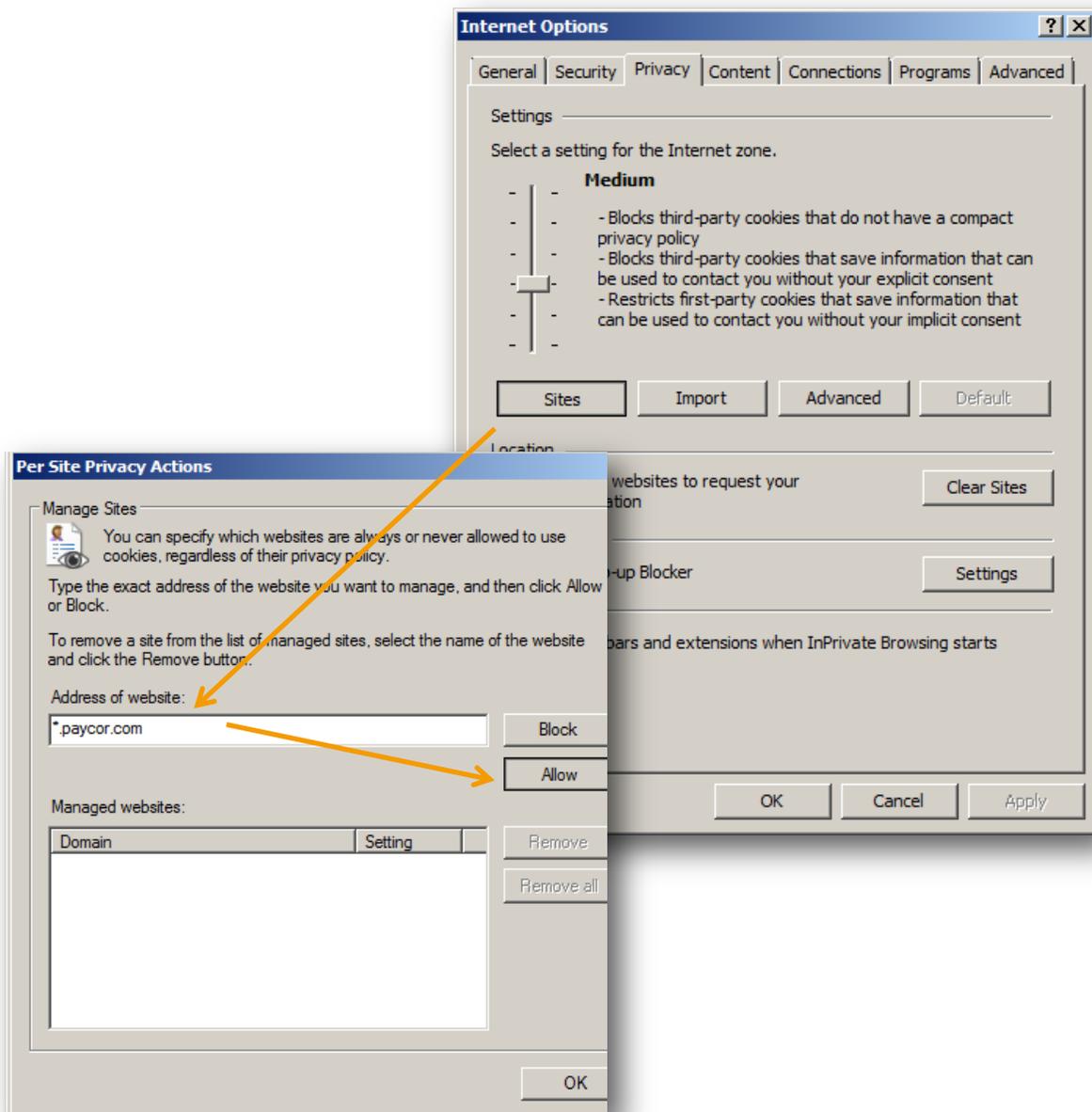
- 1 In your Chrome settings, click to **“Show Advanced Settings”**
- 2 In the Privacy section, click **Content settings**
- 3 In the Cookies section, make sure the option to **“Allow local data to be set (recommended)”** is selected
- 4 To allow Paycor as an exception (Whitelisting) , click **Manage exceptions**
- 5 In the text box labeled Hostname pattern, type **“\*Paycor.com”** and click **Done**



## Browser Settings – Internet Explorer

Follow the steps below to set your browser to not clear cache upon exit, or click here: [Internet Explorer](#)

- 1 Go to Internet Options
- 2 On the General tab, in the Browsing history section, make sure the “Delete Browsing history on exit” checkbox is unchecked
- 3 To allow Paycor as an exception (Whitelisting), on the Privacy tab, click on the **Sites** button
- 4 In the textbox for Address of website, type “\*Paycor.com” and click **Ok**



## Browser Settings – Firefox

Follow the steps below to set your browser to not clear cache upon exit, or click here: [Firefox](#)

- 1 Go to Options
- 2 On the Privacy page, in the History section, check to see if the Firefox will: section says, “Never remember history.” If so, change to “Use custom settings for history”
- 3 To allow Paycor as an exception (Whitelisting) , click Exceptions
- 4 In the textbox Address of website, type “\*paycor.com” and click **Allow**, then click **Close**

