

Here is your information to your **Employer on the Go** (client)portal. This is your secure portal where all your payroll documents will be stored and you can add employees, process payroll, reports etc. If you need help navigating, just let us know.

**\*\*Employer on the Go Website**

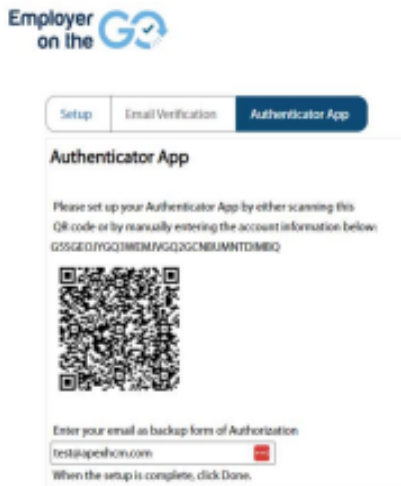
Website: <https://www.employeronthego.com/Login.aspx>

Or you can go here: <https://client.coregroupus.com/> (then click on payroll)

**Username:** (this will never change)

**Password:** (You may be prompted to change your password once you set up security questions) I will never have access to what you change your password to in the future. The new password needs to be 12 digits and of that there must be one of each of the following: a capital letter, a lower-case letter, a number and a character.

**Authenticator App:** You must set this up to be able to continue in EOG



The screenshot shows the 'Authenticator App' setup screen for 'Employer on the Go'. At the top, there are three tabs: 'Setup', 'Email Verification', and 'Authenticator App', with the last one being active. Below the tabs, the title 'Authenticator App' is displayed. The instructions state: 'Please set up your Authenticator App by either scanning this QR code or by manually entering the account information below:'. A QR code is shown, and below it is the alphanumeric code 'GSSGEOYFGQ3H8EMFNGQZGCM8UJWNTD8MBQ'. At the bottom, there is a text input field labeled 'Enter your email as backup form of Authorization' with the email 'test@apexhcm.com' entered. A red error message is visible next to the field. A note at the bottom says 'When the setup is complete, click Done.'

**Once signed in you will See:** Your Home page which will have your Dashboard, Payroll Calendar, and Charts& Graphs across the top. On the side you will have all your items that you will need to add employees (also update current ones). Get reports current and past ones. As well as other available products. (Check with your Payroll RM on any you are interested in)..