Setting Up Employee for MYGO

When getting a new employee and you would like them to be able to see their check stubs and W-2s and other general maintenance on their employee information, you can set them up for MYGO. This is done in EOG (Employer on the Go).

From the Dashboard page hover over employees and click on Employees and Contractor. Under the contact tab is ☐ Send myEOG Registration (email required)

Which you can have them set up their username and password. Or if you prefer to set it up for them (less chance of them not following all the way through to the end and not being able to get back in).

You would need to go to Employees then Product Access. This will bring up all current employees. Highlight the employee, then at the top above everyone's name, click Employee Access Setup.

Choose a username and password: I usually use their first name and last name with a period between them in all lower-case and no spaces. Example: teddy.bear

As for a password, I use a generic one for everyone and tell them once they are in to change it to something they will remember: Summerfun1234! (the password needs to be 12 digits long, with at least one of each of the following: Capital letter, lower-case letter, a number, and a character. This is on the help sheet for them along with the website.

MYGO Setup Video: https://youtu.be/TMF4hIiV-tE?si=oYPNmRwY3bN9WzTn