Welcome to InspireHCM:

1. Navigate to the following URL. This can be bookmarked as this will be the URL to log into the system.

   https://secure3.yourpayrollhr.com/ta/TPC0016.login

2. When you are on this page, you will see this login screen:
   A. This is where your Username should be entered in. This is **not** case sensitive.
      i. This is your Employee ID #
   B. This is where your Password should be entered in.   This **is** case sensitive.
      i. This is your full 9 digit social security number, with no dashes
      ii. Example = 123456789
   C. Once both are entered in, select to LOGIN
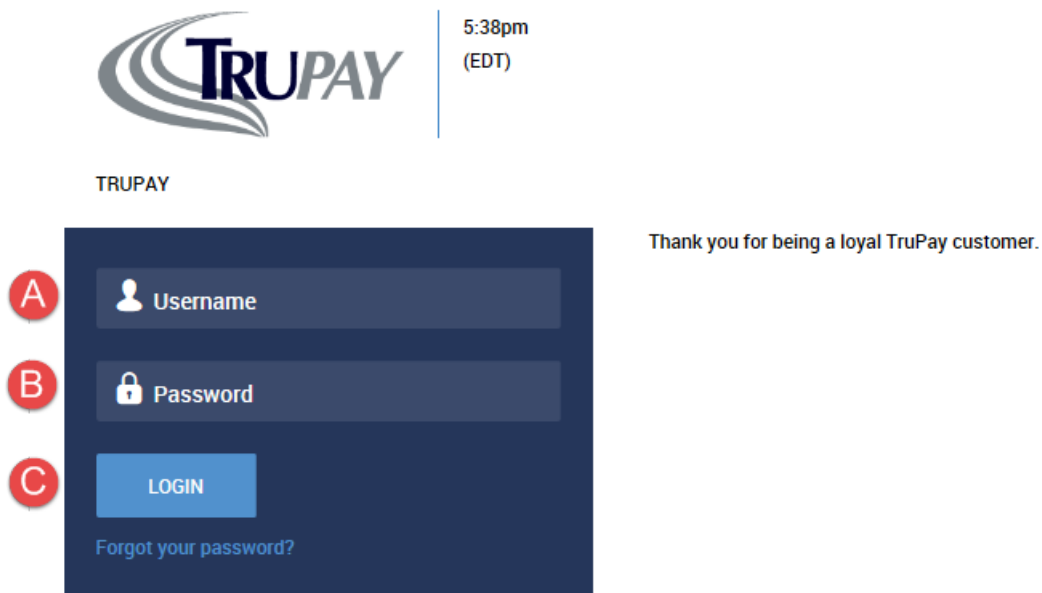
3. The first time that you login to the system, you will need to change your password.
   A. Old Password – Type in the password that you used to gain access
   B. New Password – Type in a new password that you choose.

      New password must be 8 characters long and contain at least one of each:
      1. Upper Case Letter
      2. Lower Case Letter
      3. Number
      4. Symbol

   C. Confirm New Password – Type in the new password again, and be sure that it matches.
   D. Use the Change button to force the password change.

Change Password

Ⓐ 🔒 Old Password

Ⓑ 🔒 New Password

Ⓒ 🔒 Confirm New Password

Ⓓ CHANGE

Remember what your new password is (This is Case Sensitive)

Keep this information confidential

Password will be used to clock in/out and access the InspireHCM system

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4. The Configure Virtual Code Settings screen will appear. This is an additional method of security required to be set up the first time logging into the system. There are up to 3 methods you can use to receive a code:

   A. Text Message #
   B. Voice Phone # (This needs to be a direct line)
   C. E-mail

You may already see information populated in one or more methods as it is tied to your account profile information. If that is the case, you can choose to keep those same options or you can change or enter in new ones.

   D. Once you confirm the methods, you will select the SAVE Button

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

Ⓐ 🅣 Text Message #

Ⓑ 📞 Voice Phone #

Ⓒ ✉ j***************i@trupay.com

Ⓓ SAVE

You will now be logged into InspireHCM! Welcome!

What to Expect the next time you log into InspireHCM

The system will require you to select one of the method options you setup to receive the validation code

    A. Select the Method to receive the code

    B. Select the Send Button

    C. Enter the code received via the method selected (note code is good for 15 minutes – if the time lapses you will need to request for another code)

    D. This is optional – please read this option.

    E. Select Continue – you will now be logged into InspireHCM.

(A) If a method is selected that has not been setup

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.

(A) Methods: ⚪ Text Message ⚪ Voice 🔘 Email

Email will be sent to: s***************l@trupay.com

(B) SEND EMAIL

(C) 🔑 Enter Code

(D) ☐ By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

(E) CONTINUE

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.

Methods: ⚪ Text Message 🔘 Voice ⚪ Email

❗ Error Message:

Voice is not configured. ⬅

☐ By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE