

Creating A User ID in DNet



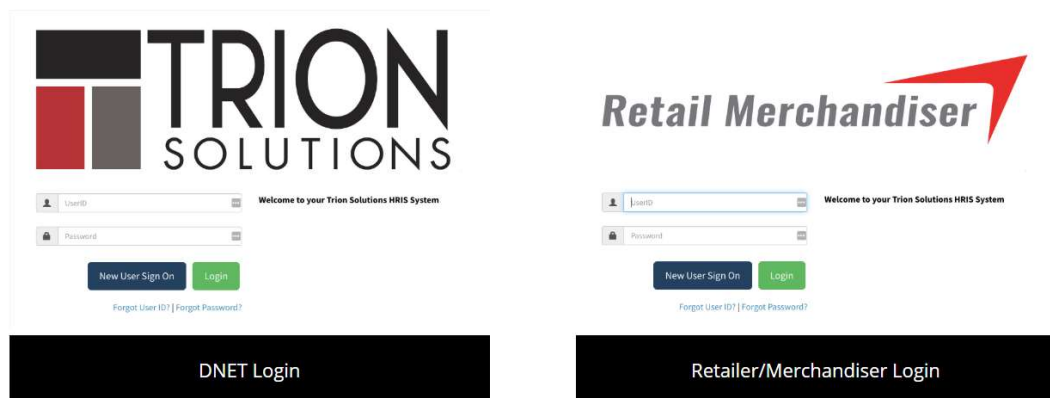
DNet is an integrated web portal from which any Employee can access, view and print their own payroll information and check stubs. Employees can access their information anytime and from anywhere; including from a cell phone.

New Users can create their own Login ID. They do not have to wait for an email or anyone to provide them their Login access. The following is information will assist the employee in creating their own Login to access their own information.

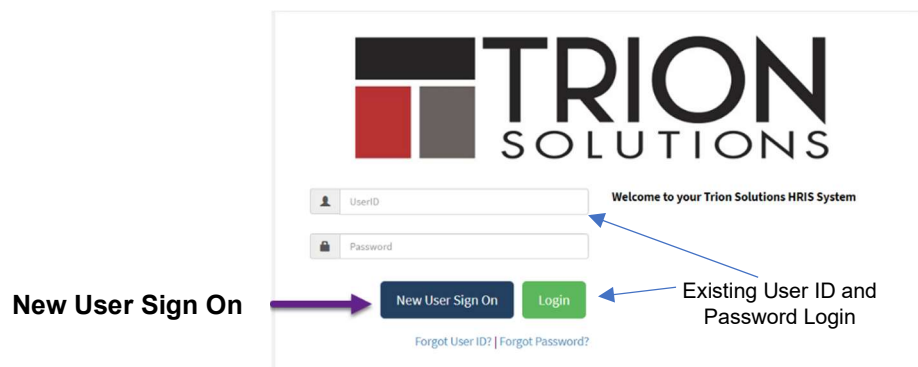
Log onto website with URL <https://payroll.trionworks.com/Dnet/> or

<https://payonline.trionworks.com/Dnet/> for Retail Merchandiser Employees

or through the Trion Website: <http://trionworks.com/client-employee-payroll-portal/>



- To get started, select the **New User Sign On** option. This will guide you in creating a new User ID.



Note: If you already have a login and password, enter that information and select **Login**

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- Select **I am an existing employee I have and Employee ID number** option

Your **Trion Employee ID** can be found on your check stub or obtained from your worksite employer.

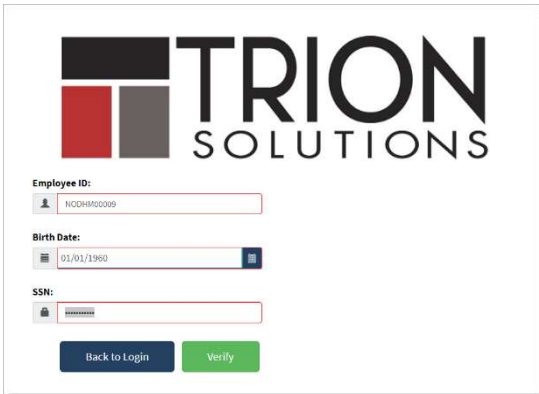


The image shows the Trion Solutions login interface. At the top is the Trion Solutions logo. Below the logo, the text "Please select an option below" is displayed with a red arrow pointing to two buttons. The left button is labeled "I am a new employee I have an On-Boarding Code." The right button is labeled "I am an existing employee I have an Employee ID number." and is highlighted with a red border.

- Enter the information requested in each field then select **Verify**

- ✓ **Employee ID**
- ✓ **Birth Date**
- ✓ **SSN**

The information entered will identify you as the employee to which access will be given.

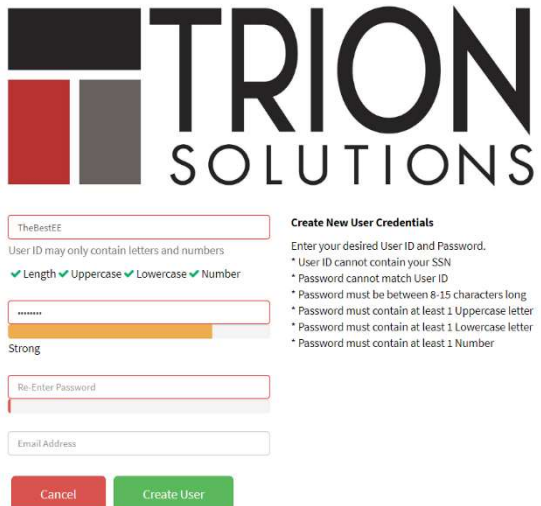


The image shows the Trion Solutions verification form. It features the Trion Solutions logo at the top. Below the logo are three input fields: "Employee ID:" with the value "WCDHM00009", "Birth Date:" with the value "01/01/1960", and "SSN:" with a masked value. At the bottom of the form are two buttons: "Back to Login" and "Verify".

Note: **Email** is not required to verify an account.

- After information is verified, you will be prompted to create a **User ID** and **Password** as well as enter an **email address**.

Note: Please follow rules outlined to create a strong password for your account.



The image shows the "Create New User Credentials" form. It features the Trion Solutions logo at the top. Below the logo are four input fields: "User ID" (containing "TheBestEE"), "Password" (with a strength indicator showing "Strong"), "Re-Enter Password", and "Email Address". To the right of the form is a list of rules for creating a strong password. At the bottom are two buttons: "Cancel" and "Create User".

Create New User Credentials

Enter your desired User ID and Password.

- * User ID cannot contain your SSN
- * Password cannot match User ID
- * Password must be between 8-15 characters long
- * Password must contain at least 1 Uppercase letter
- * Password must contain at least 1 Lowercase letter
- * Password must contain at least 1 Number

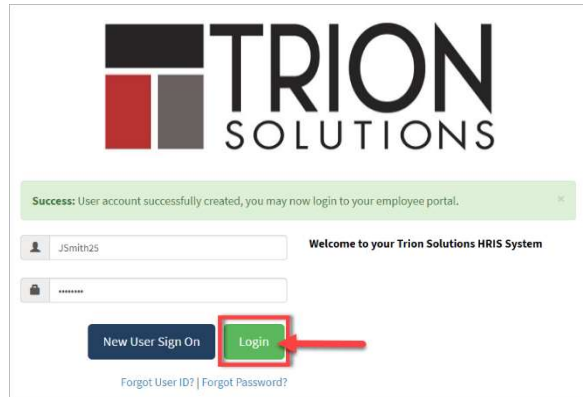
The email address is optional but strongly recommended.

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- After you select **Save** you will be able to log into DNet with your new User ID and Password.

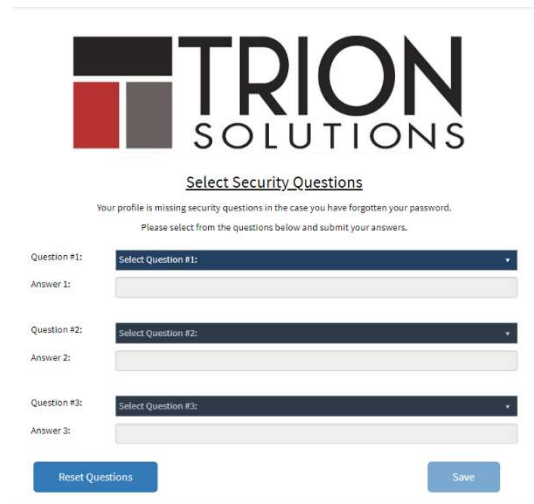
Note: User ID and Passwords are case sensitive.

Select **Login** after entering in the new **User ID and Password**

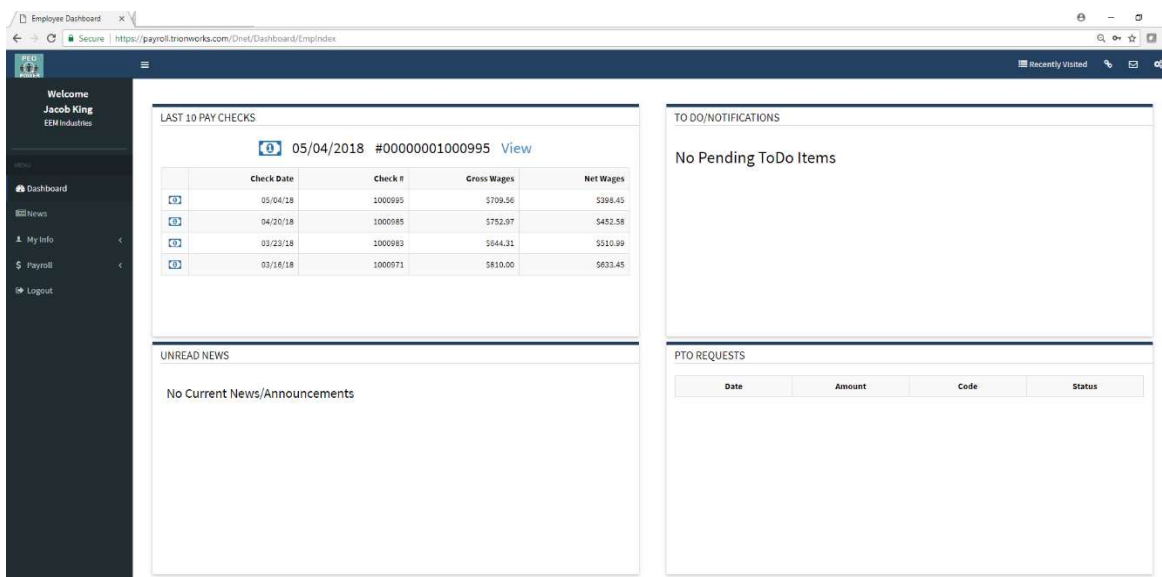


- After logging in with your new User ID and password, you will be prompted to designate Security Questions and Answers.

Note: The Security Questions will assist you in resetting a forgotten password.



- Welcome to DNet.....



Check Date	Check #	Gross Wages	Net Wages
05/04/18	#00000001000995	\$709.56	\$398.45
04/20/18	1000985	\$752.07	\$452.58
03/23/18	1000983	\$644.31	\$310.99
03/16/18	1000971	\$810.00	\$603.45