

# EMPLOYEE SELF-SERVICE®

Employees

## CHANGING EMPLOYEE SELF-SERVICE® LANGUAGE PREFERENCE TO SPANISH

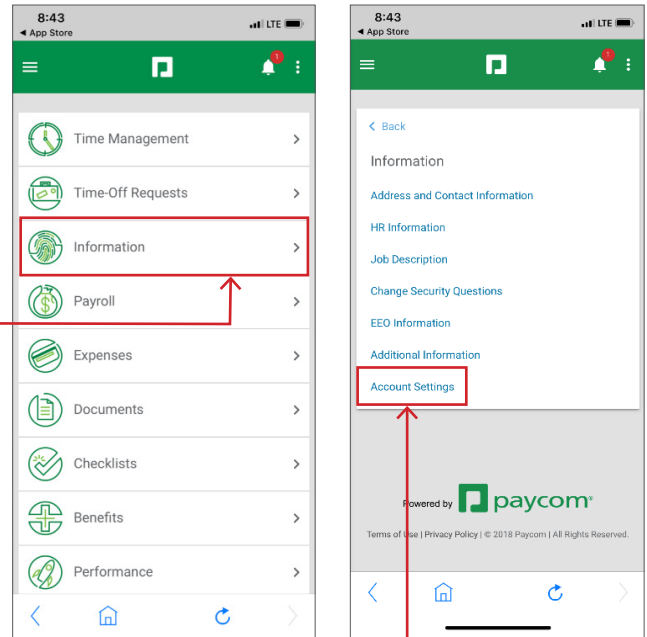


### STEP 1

Log in to the Paycom app.

### STEP 2

Navigate to Information > Account Settings.



### STEP 3

On the Language Preference drop-down menu, select "Español." Then select "Español" again at the bottom of the screen, then click "Done."

### STEP 4

To finalize the change, click "Update."

