How to Log In

To log in to the application, go to www.epayroll.theworknumber.com/steinmart and complete the following steps:

1 — *If you are a first-time user,*
click "Register now." From there, you will be prompted to enter some personal information to verify the account you are attempting to access and to validate your identity.

2 — *If you are a returning user*
and you are using the User ID and password you set up, most times you should get right into the application. Once you've logged in, you will be prompted to create a personalized User ID. You will use that new User ID for all subsequent logins.

3 — *Next,*
new users and some returning users that choose "Forgot User ID or password" (or if our protocols identify a need for additional screening) may be challenged to verify your identity via the One-Time Passcode (OTP) process.

4 — *In some instances,*
you may also go through an additional type of verification challenge where you are asked to identify letters or objects in a distorted image.

5 — *Screen prompts*
will walk you through the process to deliver an OTP that will be sent via phone, text (SMS), or email. You may select the delivery method, and you must remain in the application (do not log out, do not close browser) while waiting for an OTP to be sent. Passcodes are sent in "real time," and you should enter the received passcode immediately into the application you are trying to access.

6 — *If you cannot receive an OTP*
via a real-time method, an OTP may be sent via U.S. Mail. Please keep in mind that it may take several days for you to receive the passcode. You will have 12 days from the generation date to receive and input the code.

7 — *Once you have successfully logged in,*
all users will be required to create a personalized User ID and password if you have not already done so. Make sure to remember your new User ID — you will need it to log in next time!

8 — *You may also be asked*
if you'd like us to remember the device you are on to make future logins easier. Select "Yes" if you are logging on from a device you use frequently. Select "No" if you are logging on from a public device or one you do not plan on using in the future. We may also ask for you to confirm your contact information for future login challenges. Once you have successfully logged in to your account, you will be directed to the Main Menu.

9 — *If your identity cannot be verified,*
you will be directed back to your employer for further assistance.