

# How to Register on the Paul Mueller Company Employee Website.



The Employee Website is where you can access tools & information vital to you.

## Step 1

Before registering, if you already have a log on for [employee.paulmueller.com](http://employee.paulmueller.com), you are **ALREADY REGISTERED**.

For example, if you use tools from the employee website in your job function, you do **NOT** need to register. Sign on as you usually do and access any items from the "Self Service" menu.

Go to [employee.paulmueller.com](http://employee.paulmueller.com)

On the left side of the screen under "Login" click on "Employee Register."

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### Employee Login

Username

Password

Login

[Employee Register](#)

[Forgot Password](#)

Safety Bingo Numbers

**Have You Herd?**  
Open Enrollment for 2022

- Flexible Spending Account (FSA)
- Health Insurance
- Optional Health Insurances

November 15-26, 2021  
\*More Details Coming Soon

# Step 2

Enter your **5 digit employee clock number & the last 4 digits of your cell phone number\*** that is on file with HR.

*\*You will need to have this cell phone with you during registration for a secure confirmation text.*

You have the option to enter an email address to have on file.


Create a **“Password”** and confirm your password by retyping it in the **“Confirm Password”** box.

Once you have entered all of the information, click **“Submit”** and you will be directed to a **“Verify Two Factor Code”** page.

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### Register New User

Clock Number	99999
Mobile Phone Last 4 Numbers	9999
Email	Optional
Password	*****
Confirm Password	*****



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# Step 3

You will receive a text verification code on the cell phone number that is on file with HR.

Enter the code you received via text message into the box **“Code”** and click **“Submit.”**

If you do not receive a text message, select **“Click to resend code”** and a new code will be sent to your phone.

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### Verify Two Factor Code

You should receive a code via text to phone ending in 9999

Still haven't received a code yet? [Click to resend code.](#)

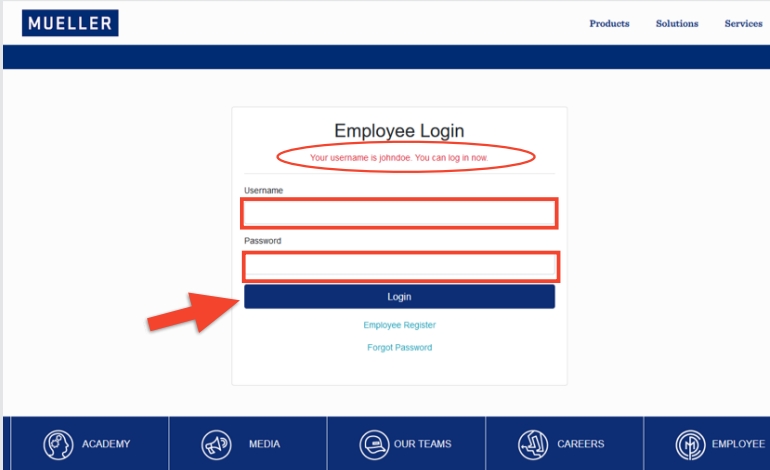
Code  
BUZB8

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# Step 4

After verifying the two factor code, you will be directed to an employee login screen that will show a “Username” created for you.

Enter the newly created “Username” and your password. Click “Login.”



# Step 5

Congratulations, you have successfully registered on the Paul Mueller Company Employee website. You can access the employee website from your cell phone or any device connected to the internet.

Use this website to stay informed and access other useful links such as:

- Self Service Options
- Employee Directory
- Health & Optional Insurance Information
- How to Guides
- Current Information
- GGOB Resources
- Safety & Much More

