# Payactiv Enrollment Instructions

PayActiv gives you on-demand access to your pay as you earn it, allowing you to withdraw money from your paycheck before payday. In the PayActiv app, you can request the amount you need from the money you've already earned, giving you access to your money without loans, interest or a credit check.
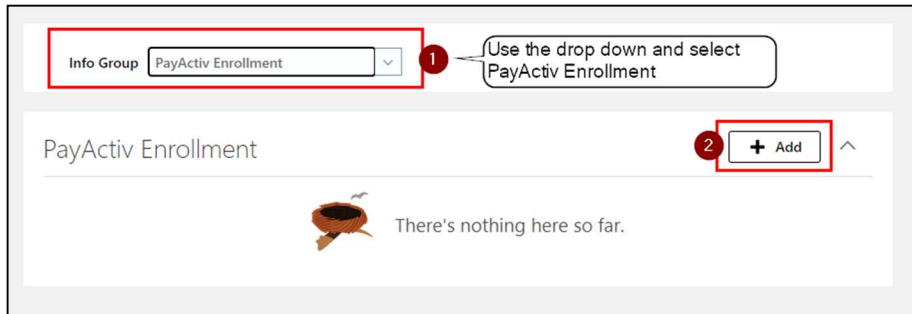
FMOLHS Team Members requesting new Payactiv accounts will need to log into Oracle to **opt in** prior to utilizing Payactiv. Instructions are provided below. [Click here to learn more about Payactiv.](#)
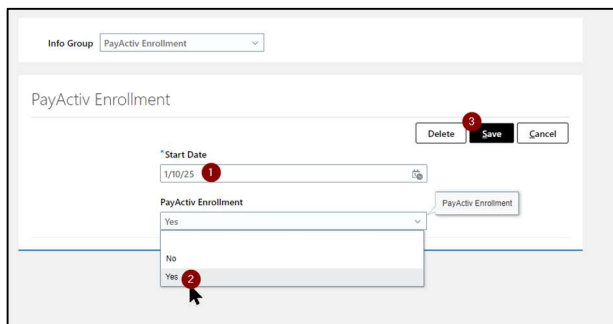
Steps to opt in

1. Log into **Oracle** and go to the **Me** tab.
2. Under **QUICK ACTIONS**, choose **Additional Person Info**
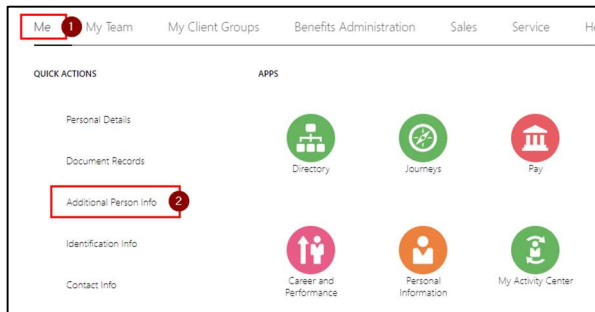
3. Under **Info Group**, choose **Payactiv Enrollment** and click on **+Add**

4. Choose **today's date** as your **start date** and Choose **Yes** to Enroll in Payactiv. **Save**


5. Oracle Enrollment is complete. Please allow six hours for Payactiv to receive your request to Enroll.

Steps to Log In to Payactiv Application

1. Download the Payactiv application and create your account
   a. Scan the QR code with your smartphone camera to download the app.

2. In the Payactiv application, log out if you are logged in.

3. From primary login screen, click **Log in with single sign-on**. Click **FMOLHS button**, **Continue**.
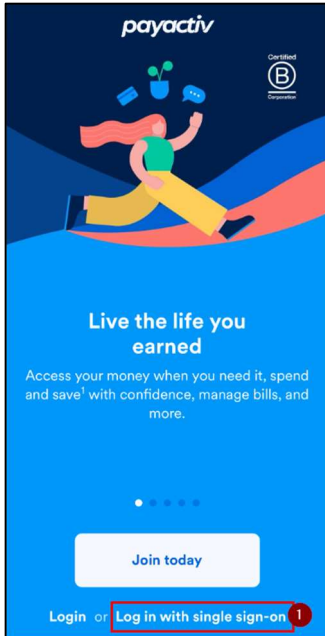
4. The application will ask you to log in with your FMOLHS username and password. The username will be in the format of Firstname.Lastname@fmolhs.org. The system will ask for you to use your Microsoft Multifactor Authentication to ensure it is really you.

   (**Do not approve a Microsoft Authenticator prompt that you didn't initiate**.)

5. Log in with your work credentials and follow the prompts in the application.

For Frequently Asked Questions please refer to TeamTalk->IS Support Center

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The IS Support Center can be reached 24 hours a day, 7 days a week
by phone at (866) 532-4772 or online at http://issc.