

# Acclaim - Setting up a password

## Solution:

When you create a new company, the password is blank, allowing anyone access to any payroll data you set up, so it is a good idea to set up a password.

Steps:

1. From the main Paymate window select **Setup > Security**. When you create a company, Paymate automatically sets up one user called Controller.
2. From the Paymate Users window click **Edit** . The Users Edit window opens.
3. Enter the password you want to use and click **Save** . You will be asked to re-enter the password for confirmation.

Note: It is important you remember this password as it is encrypted in database