

Step-by-Step Guide to Resetting Your Password

1. Start at the Login Screen

- On the Checkwriters login page, click “Forgot your password?”

Tip: Please do not have your password auto-filled in the device you are using. This can cause issues when logging in as the device you are using likely has the previous password saved.

2. Enter Your Information

- Type your username (it’s likely your email address).
- Enter the first five digits of your home zip code.
- Enter the last four digits of your Social Security Number.
- Click “Next.”

3. Answer Security Question

- Answer the security question you set up when you created your account.
- Click “Next.”

The image displays three sequential screenshots of the Checkwriters password reset process, numbered 1, 2, and 3.

Step 1: The login screen for Checkwriters. It features the company logo at the top, followed by the text "checkwriters". Below this are two input fields: one for the username (containing "@zzch.com") and one for the password (masked with dots). A purple arrow points to a "Forgot your password?" link located below the password field. At the bottom of the screen is a red "Login" button.

Step 2: The "Forgot Password Step 1" screen. It shows the Checkwriters logo and the text "Forgot Password Step 1". There are three input fields: "Username*" (containing "@zzch.com"), "First five digits of your Zip code*" (containing "01060"), and "Last four digits of your Social Security number*" (containing "1364"). At the bottom right are "Back" and "Next" buttons.

Step 3: The "Forgot Password Step 2" screen. It shows the Checkwriters logo and the text "Forgot Password Step 2". There is one input field labeled "Question*" with the text "What was your childhood nickname that most people do not know?". The field contains the text "sam". At the bottom right is a red "Next" button.

At the bottom of the third screenshot, there is a small copyright notice: "© 2025 Checkwriters Inc. All rights reserved."

4. Check Your Email

- You'll see a message saying a temporary password was sent to the email address you set up for password recovery.

If you do not have access to this email address anymore, you will need to have your payroll administrator reset your password.

- Click "Next" to go back to the login page.
- Check your email for the temporary password (it should arrive soon).

Please note: the email comes from Notifications@mg.checkwriters.com. Check your spam/junk/other folder if you do not see it in your inbox.

5. Log In with Temporary Password

- On the login page, enter your username and the temporary password.
- Copy and paste the temporary password to avoid mistakes (make sure no extra spaces are included).
- Click "Login."

6. Set a New Password

- You'll be asked to enter the "Current Password" (this is the temporary password).
- Enter your new password (choose something you'll remember).
- Click "Save."

Now you're logged in with your new password!

The image shows a vertical sequence of three screenshots from the Checkwriters account recovery process, numbered 4, 5, and 6.

4. Reset Checkwriters Account Password
The first screenshot shows the 'Complete' status of an email message sent to a user's email address. The message text reads: "An email message has been sent to [redacted]@gmail.com with your login information. Once you receive the email message, you can log in." A "Next" button is visible in the bottom right corner.

Password Reset
The second screenshot shows the 'Password Reset' page. It states: "The password for the Checkwriters account assigned to Sam Wing has changed. Follow the instructions below to login and update your password. If you did NOT request this change, please inform your support contact immediately." Below this, there is a 'Temporary Password' section with instructions: "Copy the temporary password and login with your existing username. Once successfully logged in, you will be required to change your password." A temporary password is displayed in a grey box, and a "Login" button is visible in a red box.

5
The third screenshot shows the login page. The username field contains "@zzch.com" and the password field contains the temporary password. A "Forgot your password?" link is visible below the password field. A large red "Login" button is at the bottom.

6
The fourth screenshot shows the 'Please Change Password' page. It has three password input fields: "Current Password *", "New Password *", and "Confirm Password *". Each field contains the temporary password. A "Save" button is visible in a red box at the bottom right.

© 2025 Checkwriters Inc. All rights reserved.