

Employee Portal User Guide - Registration




PORTAL REGISTRATION – Step 1 of 3: SSN Validation

- Identify yourself as an employee or a spouse.
- Provide your SSN.
- Tell us you're not a robot.

Step 1 of 3
Verify Your Identity

I am an employee ▾

SSN

I'm not a robot  reCAPTCHA
Privacy - Terms

Verify My Identity

Need Help?
Contact our support help desk at 1-800-206-8826

PORTAL REGISTRATION – Step 2 of 3: Create a New Account

- Enter Date of Birth.
- Provide your last name.
- Provide a preferred email address and mobile phone number that we will communicate with.
- Create a username & password.
- NOTE: For additional instruction tips you can hover over the “i” icon.



Step 2 of 3
Register a new account

* Date of Birth ⓘ
MM/DD/YYYY

* Last Name ⓘ

* Preferred Email ⓘ

* Mobile Phone ⓘ

Your email or phone number will be used to send you a verification code in the next step.

* Username (email) ⓘ
dadams@test.com

* Password ⓘ
.....

* Confirm Password

Register My Account

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PORTAL REGISTRATION – Step 3 of 3: Verify Your Contact Information

- Tell us where to send your verification code.
- Enter your verification code.
- That's it!

Step 3 of 3

Verify Your Contact Information

Send Verification code to dadams@test1.com

Send Verification code to +1 5558314602

[Send Verification Code](#)

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Step 3 of 3

Verify Your Contact Information

Send Verification code to dadams@test3.com

Send Verification code to +1 5558314602

[Resend Verification Code](#)

The verification code is sent to +1 5558314602

Verification Code

[Verify Code](#)

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