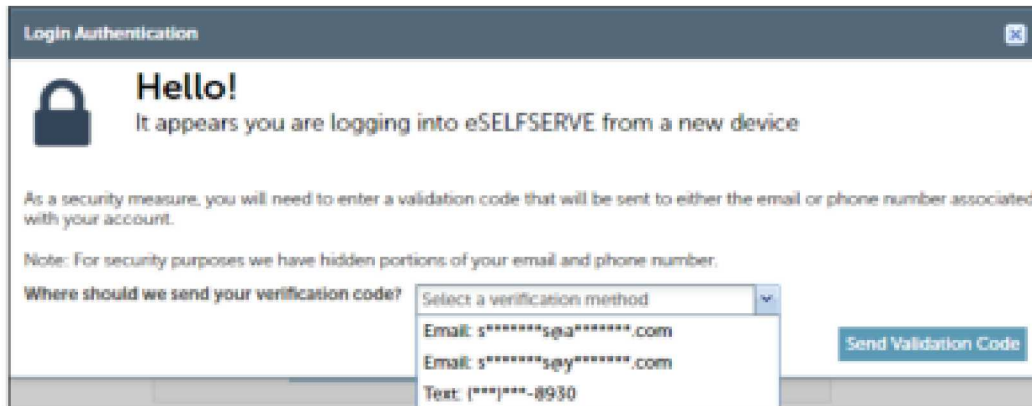


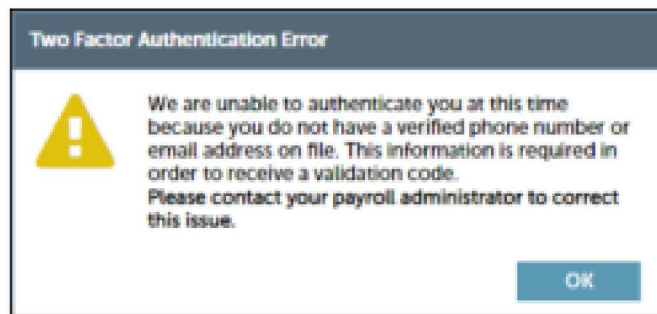
eSELFSERVE Two-Factor Authentication

Purpose: To assist you in signing into eSELFSERVE using two-factor authentication. After entering your username and password you will be prompted for a verification code.

When you attempt to log in to eSELFSERVE, you will receive a Login Authentication pop-up. You will select how you would like to receive a verification code: personal email, work email, or text message. Note that not all options may be enabled by your company.



In the event you do not have any of the verification options (personal email, work email, mobile phone number), you will receive a pop-up when attempting to login under the circumstances listed above that instructs you to contact your payroll administrator so you can have at least one of the contact options added to your employee record.



After the verification code is received, you will then add the code into the required field followed by an authorization nickname. The nickname entered can be anything. The nickname is used to help you identify the last login to that device. The nickname commonly references the device being used, for example, *Home Desktop* or *Personal Cell Phone*.

With the required fields completed, you click Continue and will be logged into eSELFSERVE.

For further security, you are encouraged to remove login locations that you do not plan to use regularly. You do this by opening your profile, scrolling to the bottom, and selecting remove authorization.

You will need to perform the two-factor authentication process when logging into eSELSERVE:

- from an unknown computer or mobile device
- after every 30 days of non-use