

# How To Log In

To log into the application, please complete the following steps:

- 1 Enter your Username.
- 2 Click "Continue."
- 3 Enter your PIN. **Please note: You should receive your default PIN directly from your employer.**
- 4 Click "Log In."

- ★ If your device is unrecognized, you will be asked if you'd like us to remember the device you are on to make future logins easier. Select "Yes" if you are logging on from a device you use frequently. Select "No" if you are logging on from a public device, or one you do not plan on using in the future.
- ★ If you do not have the required phone and e-mail information on file, you will be prompted to update/add your phone numbers/e-mail addresses. The phone and e-mail information you enter should be privately and readily accessible to you in the event a one-time passcode needs to be delivered to you for logging into the system.
- ★ If you have not set up your personal security questions, you will be prompted to select and answer six questions which may be used to verify your identity in the future.

Once you have successfully logged into your account you will be directed to the Main Menu.

The screenshots illustrate the following steps:

1. The user enters their Username on the "Log In" screen.
2. The user clicks "Continue" to proceed.
3. The user enters their PIN on the "Log In" screen.
4. The user clicks "Log In" to complete the login process.

Additional prompts shown include a device recognition question and a security update screen requiring phone and e-mail information.