

# Show Me How

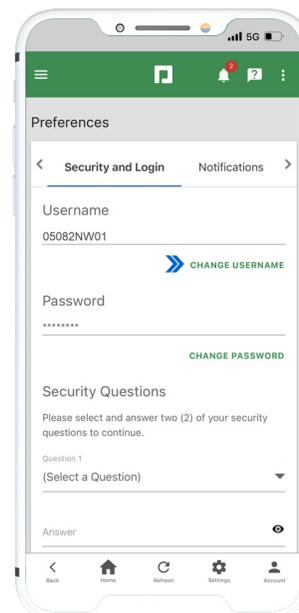
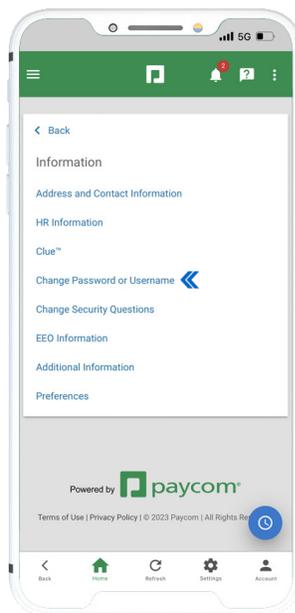
## to Change My Username or Password

### EMPLOYEE SELF-SERVICE®

#### STEP 1

In Employee Self-Service®, tap "Information," then "Change Password or Username."

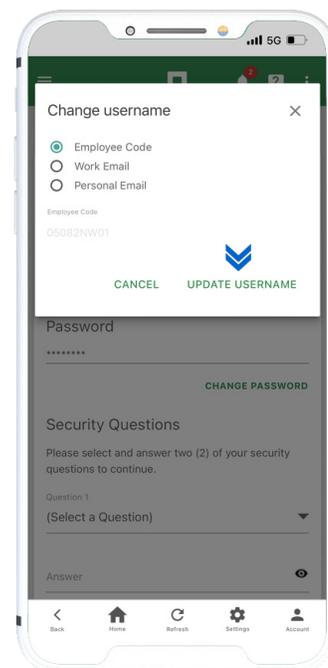
Tap "Change Username" to update your username.



#### STEP 2

Select between your Employee Code, Work Email or Personal Email. When finished, tap "Update Username."

*Usernames can only be changed to verified email addresses or your employee code.*



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

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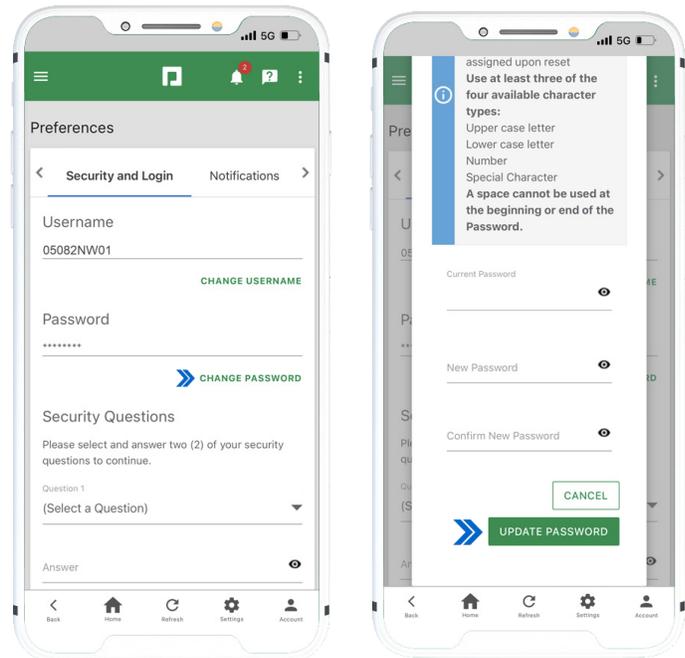
to Change My Username or Password

## EMPLOYEE SELF-SERVICE®

### STEP 3

To update your password, tap "Change Password."

Enter your current password and the new password twice. When finished, tap "Update Password."



### HELPFUL TIPS

Making changes to sensitive information, such as employee passwords or direct deposit details, requires verification through a one-time passcode sent to your registered contact information.

## EMPLOYEES

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