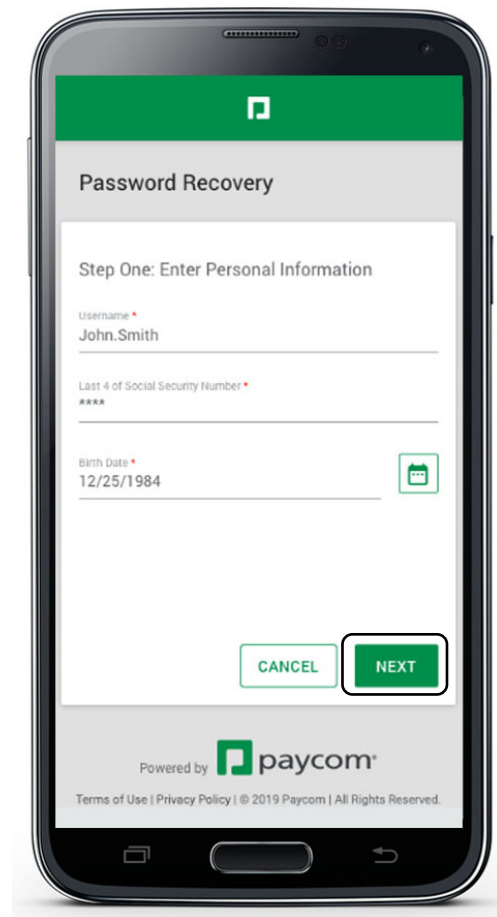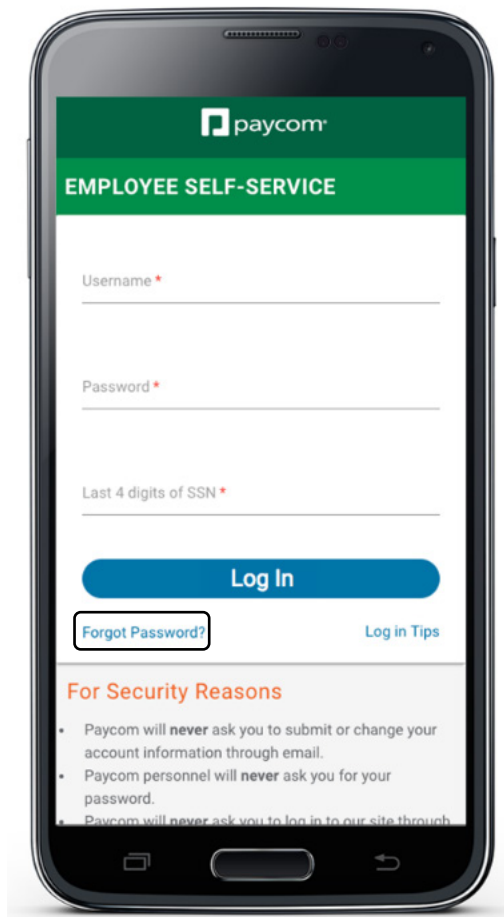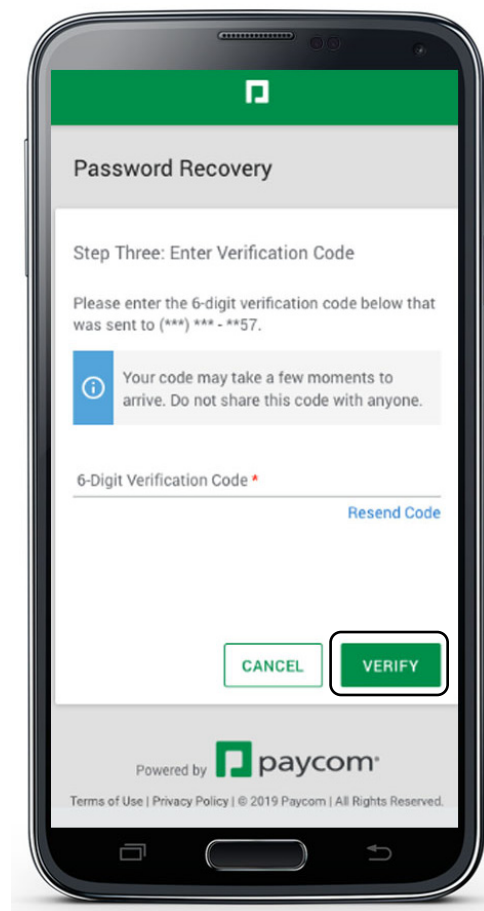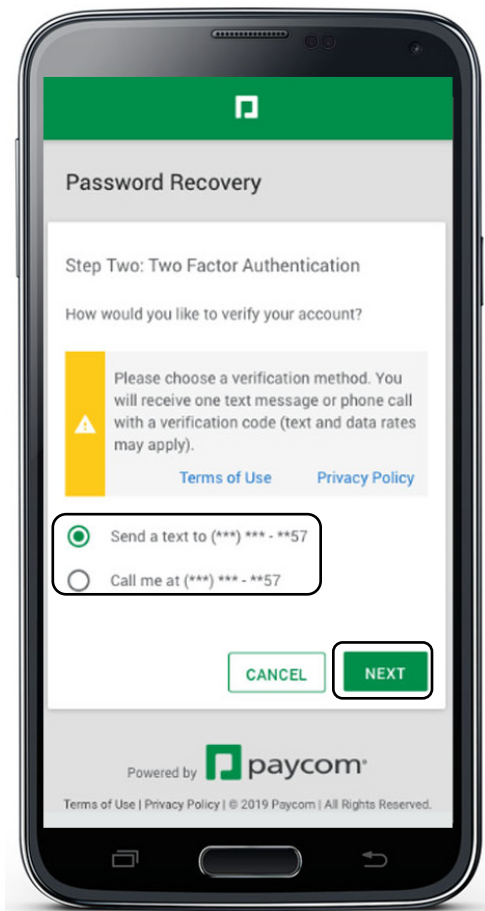## Password Recovery

If your employees forget their Employee Self-Service® password – don't worry. Employees can securely reset their password by receiving a verification code via phone call or text message.

From the Employee Self-Service® log in screen, employees can click the blue "Forgot Password?" link to navigate to the Password Recovery screen. On Step One, employees will enter their personal information and click "Next."
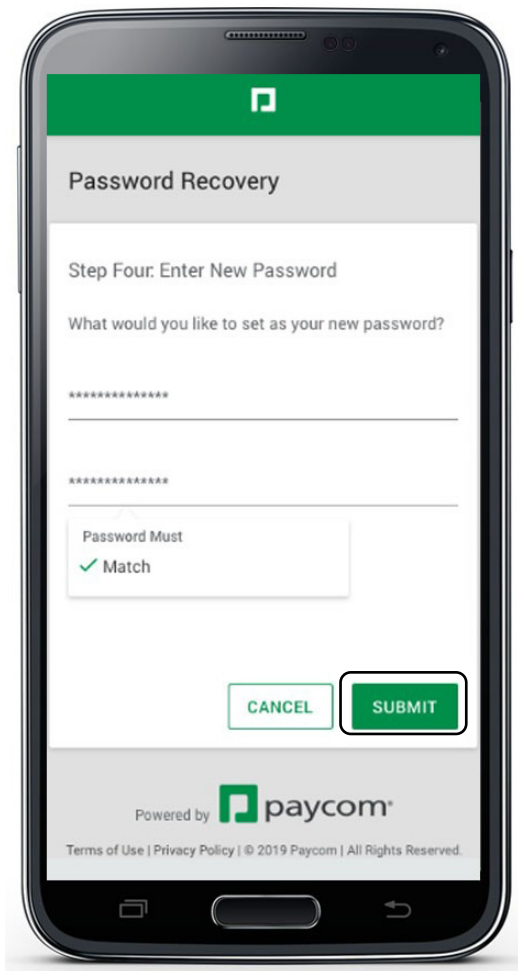
On Step Two, employees can select whether they want to receive their six-digit verification code via phone call or text message.

Once employees receive their verification code, they will enter the code in Step Three of the Password Revocery and click "Verify."

Finally, on Step Four, employees will create their new password and click "Submit." When finished, employees will be redirected to the Employee Self-Service® log in screen where they can log in using their newly created password.

Now you know how to use the Employee Self-Service® Login Dashboard and how your employees can verify their identity. For more information on Employee Self-Service®, check out our other manuals on the Help Menu.