

# HOW TO LOGIN



## USER ID

Enter your Social Security Number or your employee ID.

## PERSONAL ID NUMBER(PIN)

Enter the last 4 digits of your Social Security Number and the last 2 digits of your birth year.

**Example:** John Doe

Social Security Number: 123-45-**6789**

Date of birth: June 1st, 19**80**

**PIN is 678980**



**\*NOTE: The home screen of your login page will look similar to the one above. This image is an example only.**