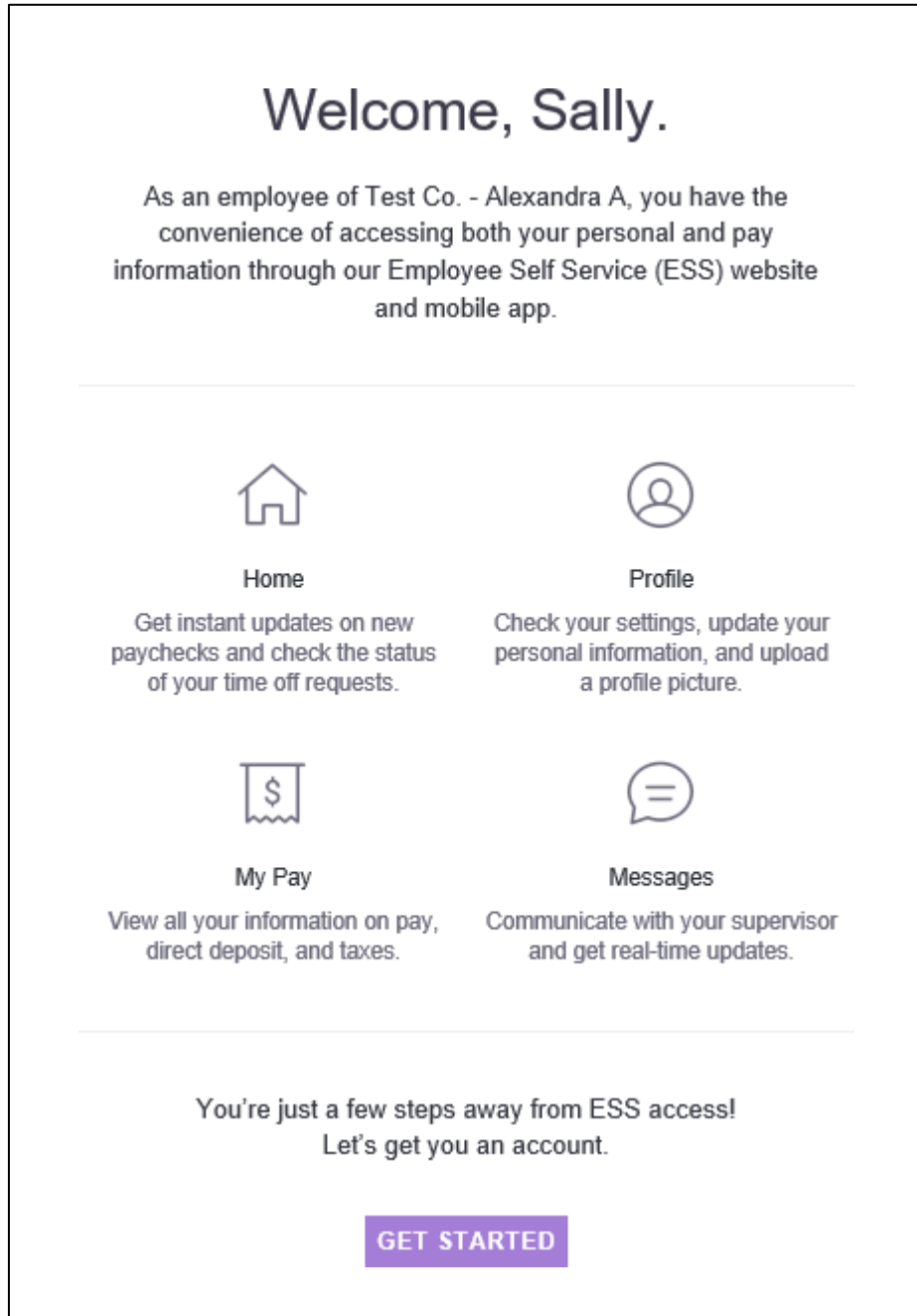




# VIVENTIUM

## Registering for Viventium Employee Self Service

**Step 1.** You will receive an email with the subject line, **"Register for Viventium ESS,"** select **"Get Started"** to begin the registration process.



**Note:** You will want to have your Social Security Number and Birthdate available for the verification process!

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**Step 2.** Select **"Get Started"** and enter your Social Security Number. Select **"Verify"** when complete.

A screenshot of a mobile application screen titled "New Account - Step 2 of 5". At the top left is a back arrow and the word "BACK". The main heading is "Please provide your 9-digit Social Security Number". Below this is a text input field containing ".....-7899 |" with a small eye icon to its right. Underneath the field is a tip: "Tip: press R to reveal and edit". At the bottom center is a large purple button with the text "VERIFY SSN".

**Step 3.** Enter your **Birthdate**. Select **"Verify"** when complete.

A screenshot of a mobile application screen titled "New Account - Step 3 of 5". At the top left is a back arrow and the word "BACK". The main heading is "What is your birthdate?". Below this is a text input field containing "06/12/1981" with a calendar icon to its right. At the bottom center is a large purple button with the text "VERIFY BIRTHDATE".

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**Step 4.** Enter your preferred **email address**. This will be used for your login credentials (e.g. username). Select **"Next"** when complete.

A screenshot of a mobile application screen titled "New Account - Step 4 of 5". At the top left is a "< BACK" link. The main heading is "Please provide an email address". Below this is a sub-heading: "This email address will be used to access your account each time you log in." There is a text input field containing the email address "sallysmith@viventiumtraining.com". At the bottom center is a purple button labeled "NEXT".

**Step 5.** Enter a **secure password** consisting of at least 8 characters, include letters and numbers. Select **"Save Password"** when complete.

A screenshot of a mobile application screen titled "New Account - Step 5 of 5". At the top left is a "< BACK" link. The main heading is "Set a secure password". Below this is a sub-heading: "Use at least 8 characters. Mix letters and numbers. Don't use a password from another website, or something too obvious like your birthday or company name." There are two text input fields for password entry, each with a small eye icon to the right. At the bottom center is a purple button labeled "SAVE PASSWORD".

**Step 6.** You will receive a second email with the subject line, **"You're Almost There! Activate Your Viventium ESS Account Now."** Select **"Activate"** to login and complete your registration!

A screenshot of an email message. The main heading is "Way to Go Sally!". Below this is a sub-heading: "You're almost there! Just one more click on the button below and your account will be set up." At the bottom center is a purple button labeled "ACTIVATE YOUR ACCOUNT".

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