



Registering for Viventium Employee Self Service

This article provides instructions for employees to help them register for Employee Self Service (ESS). Employees may register with an email address or pin registration.

For assistance with a forgotten password, see additional instructions at the bottom of the article.

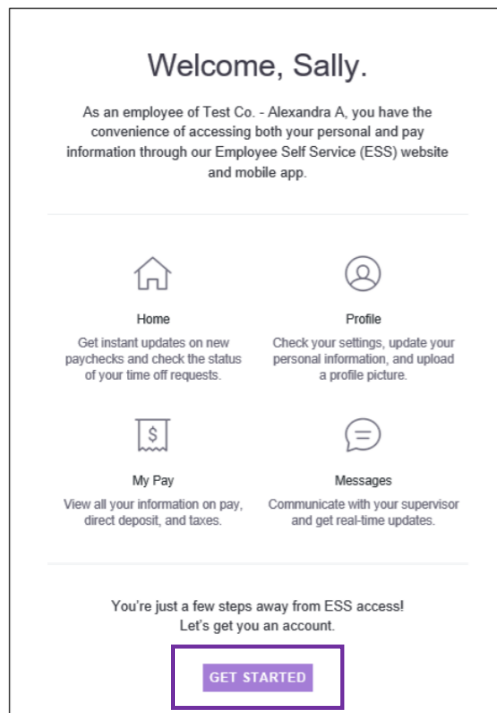
Register with an Email Address

Steps:

- Receive Employee Self-Service Invite
- Verify Birthdate and SSN
- Provide Email Address
- Create Password

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!

Step 2 –

Select **Get Started** and enter your Social Security Number. Select **Verify SSN** when complete.

A screenshot of a mobile application interface for a new account. At the top left is a back arrow and the text "< BACK". In the center, it says "New Account - Step 2 of 5". Below that, the instruction "Please provide your 9-digit Social Security Number" is displayed. A text input field contains "..... 7899" and has a small eye icon on the right. Below the field is a tip: "Tip: press R to reveal and edit". At the bottom center is a purple button labeled "VERIFY SSN".

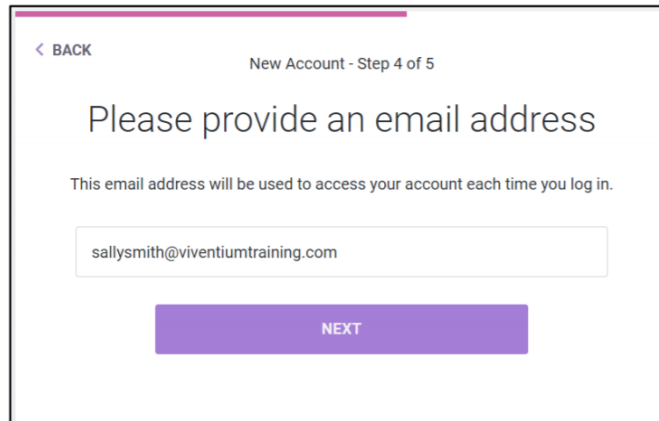
Step 3 –

Enter your **Birthdate** and select **Verify Birthdate** when complete.

A screenshot of a mobile application interface for a new account. At the top left is a back arrow and the text "< BACK". In the center, it says "New Account - Step 3 of 5". Below that, the instruction "What is your birthdate?" is displayed. A date input field contains "06/12/1981" and has a calendar icon on the right. At the bottom center is a purple button labeled "VERIFY BIRTHDATE".

Step 4 –

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



< BACK New Account - Step 4 of 5

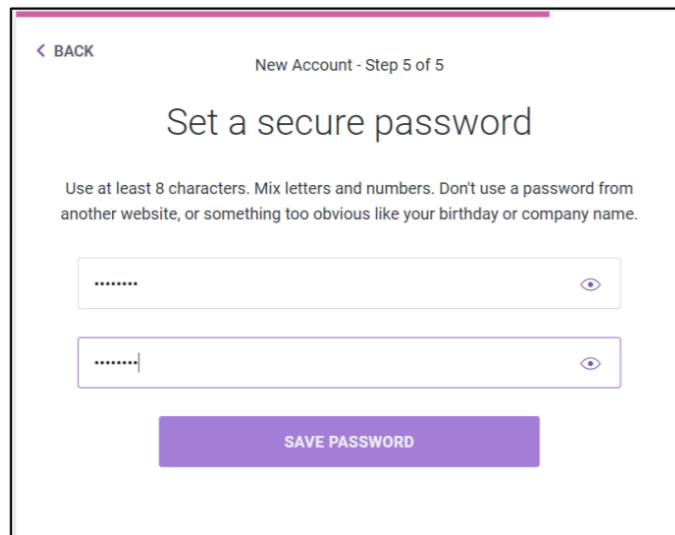
Please provide an email address

This email address will be used to access your account each time you log in.

NEXT

Step 5 –



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



< BACK New Account - Step 5 of 5

Set a secure password

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.

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!

