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.

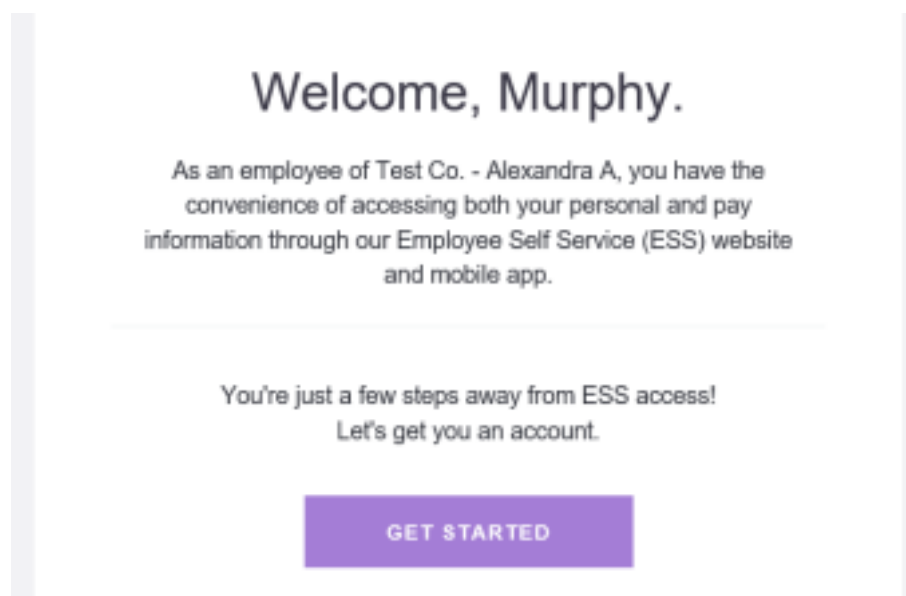For assistance with a forgotten password, see additional instructions at the bottom of the article.

Register with an Email Address

Steps:

o Receive Employee Self-Service Invite

o Verify Birthdate and SSN

o Provide Email Address

o 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.

Welcome, Murphy.

As an employee of Test Co. - Alexandra A, you have the convenience of accessing both your personal and pay information through our Employee Self Service (ESS) website and mobile app.

You're just a few steps away from ESS access!
Let's get you an account.

GET STARTED

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.

Step 3 –

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

Step 4 –

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

Step 5 –

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

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!
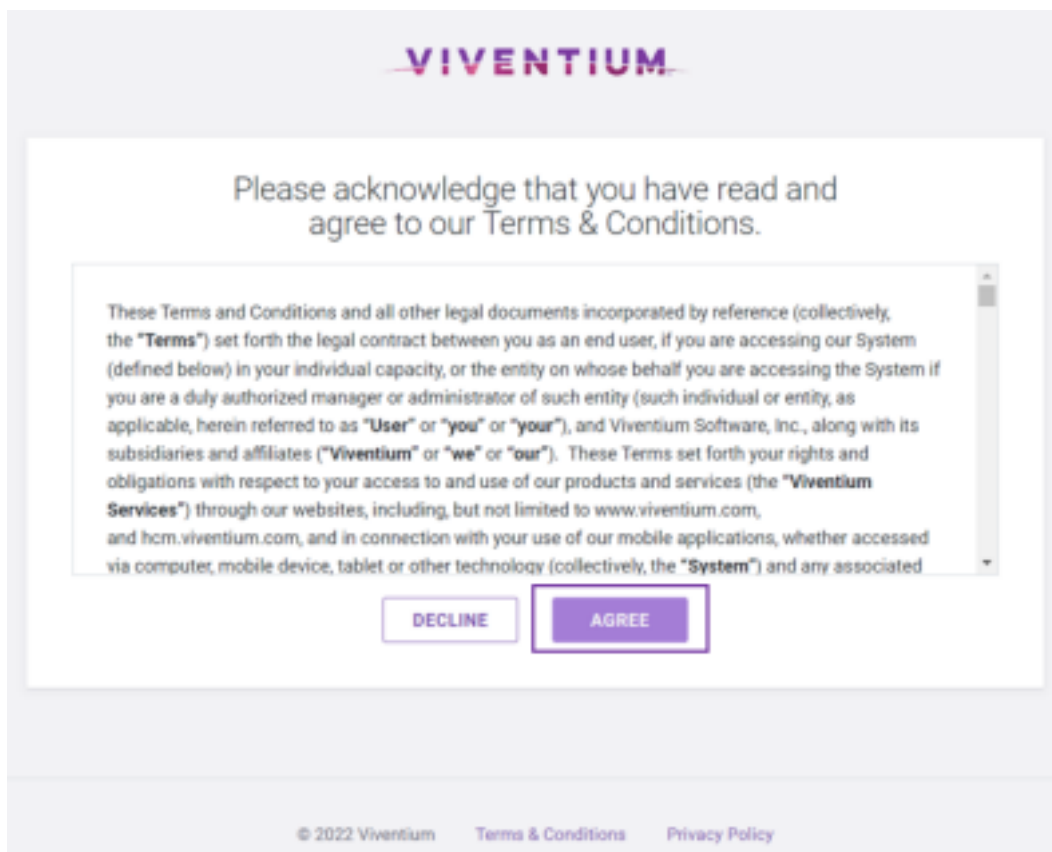
Step 7 –

When a new user logs into Viventium for the first time, they'll be prompted with our Terms & Conditions. They will need to select agree in order to login.

Clicking **AGREE** will grant access to Viventium. Clicking **DECLINE** will redirect the user back to the login page.
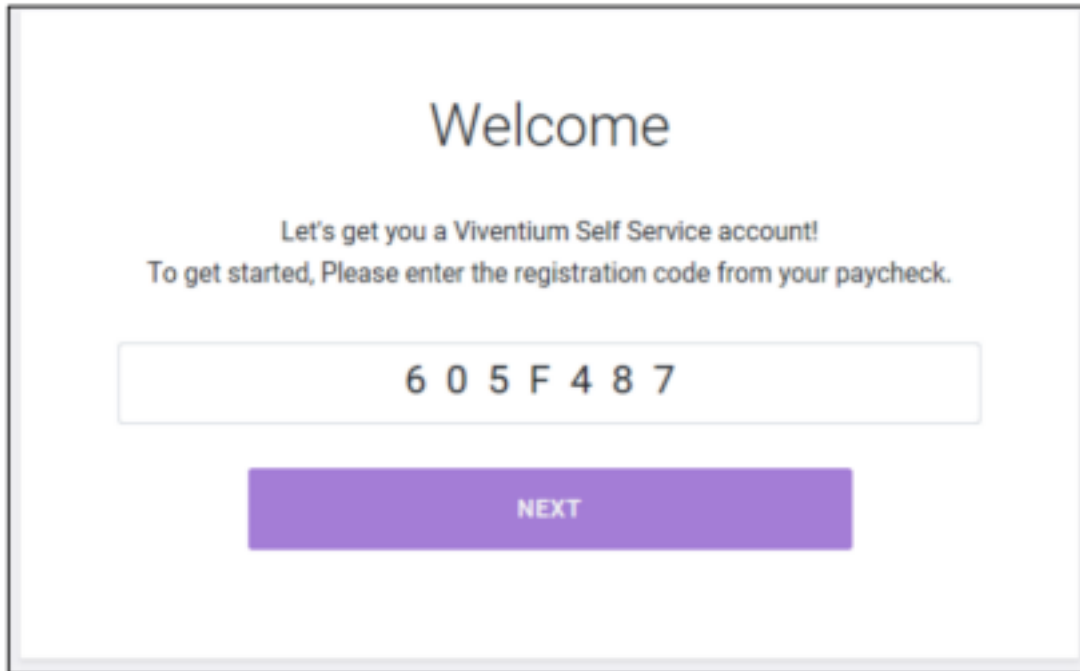

Note: This change does not affect existing Viventium users.

Register with Registration Code from Pay Stub

Step 1 –

Locate the **Registration Code** under **Notes** on your pay stub. Navigate to hcm.viventium.com/register/ess enter the code and select **Next**.

Welcome

Let's get you a Viventium Self Service account!
To get started, Please enter the registration code from your paycheck.

6 0 5 F 4 8 7

NEXT

Note: Registration Codes are valid for 60 days.

Step 2 –

Proceed with steps 2-6 above to complete the registration process!

Forgot Password

If you forget your password, simply select **Forgot Password** on our ESS login page, and a reset email will be sent to the email address on file.

VIVENTIUM
in it with you | **ACADEMY**

Still have questions? Contact your Dedicated Client Service Team, or email us:

North Star Clients – csnorthstar@viventium.com

Health Services Clients – cshealth@viventium.com

Online Clients – csonline@viventium.com