



## **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.

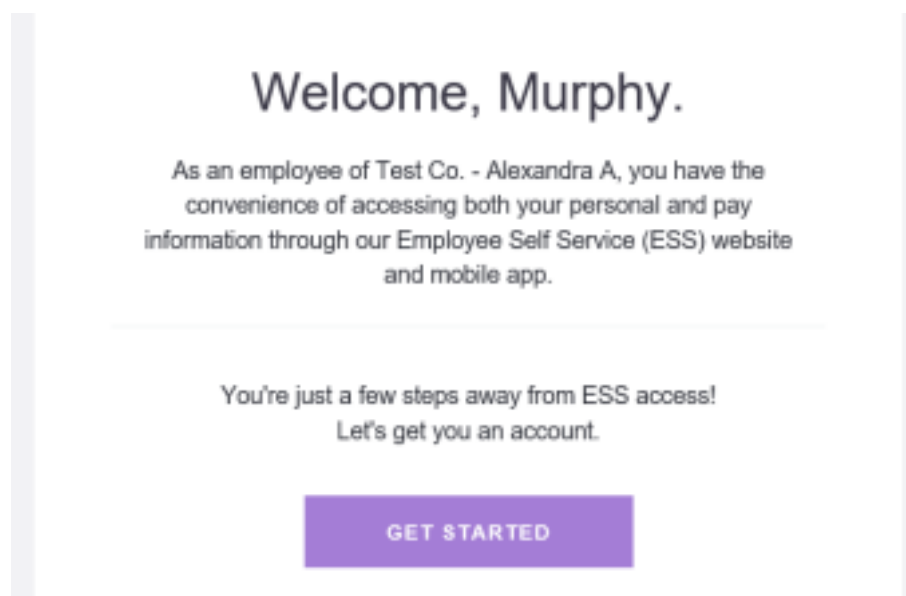
### **Register with an Email Address**

#### **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.





**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 main instruction reads "Please provide your 9-digit Social Security Number". There is a text input field containing ".....-7899 |" with a small eye icon to its right. Below the input 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** and select **Verify Birthdate** when complete.

< BACK

New Account - Step 3 of 5

What is your birthdate?

06/12/1981

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.

sallysmith@viventiumtraining.com

NEXT

Step 5 –

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

The screenshot shows a mobile application interface for creating a new account. At the top left is a back arrow and the text '< BACK'. In the center, it says 'New Account - Step 5 of 5'. Below that is the heading 'Set a secure password'. A sub-heading reads: '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 password input fields, each with a small eye icon to toggle visibility. Below the fields 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!

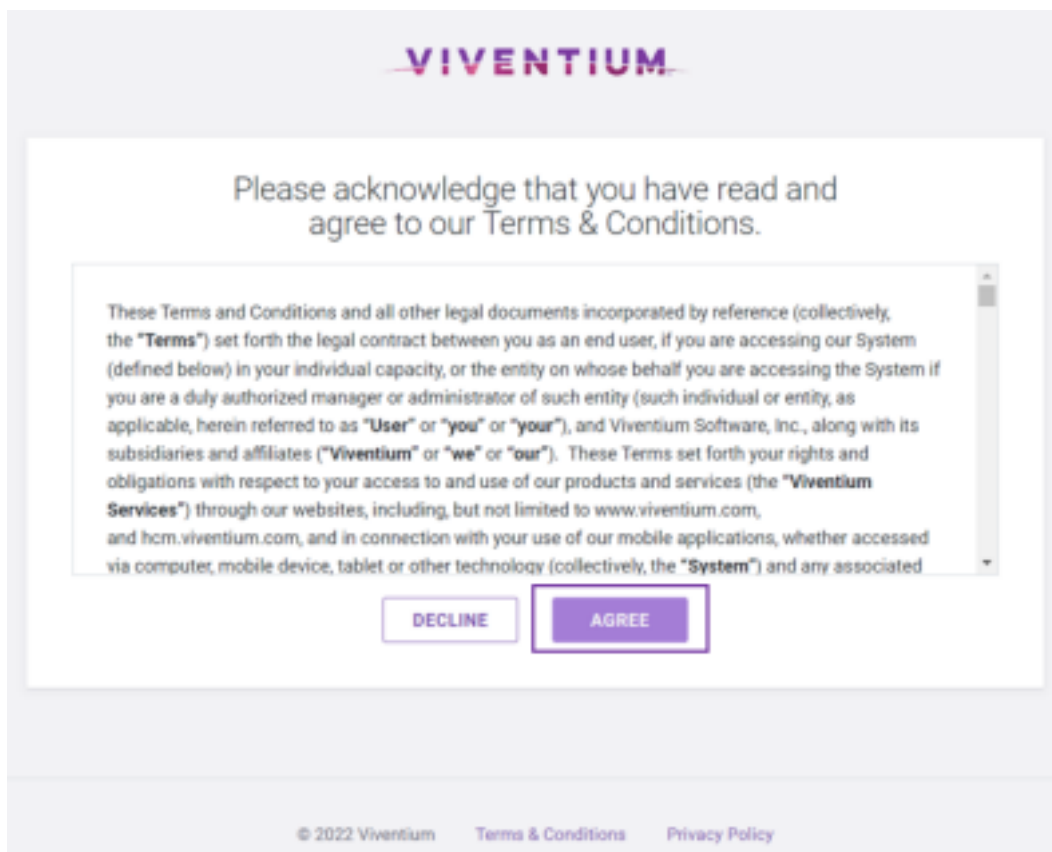
The screenshot shows an email activation message. The title is 'Way to Go Murphy!'. Below the title, it says: 'You're almost there! Just one more click on the button below and your account will be set up.' At the bottom center is a purple button labeled 'ACTIVATE YOUR ACCOUNT'.



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.



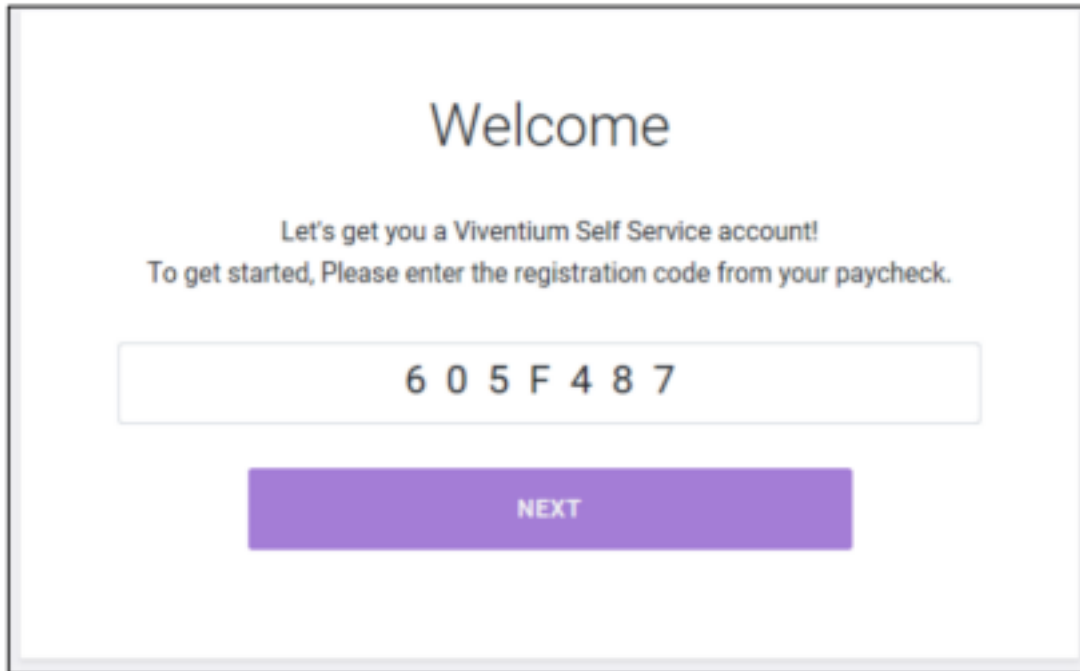
**Note:** This change does not affect existing Viventium users.



### **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](http://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.



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

North Star Clients – [csnorthstar@viventium.com](mailto:csnorthstar@viventium.com)

Health Services Clients – [cshealth@viventium.com](mailto:cshealth@viventium.com)

Online Clients – [csonline@viventium.com](mailto:csonline@viventium.com)