

## Initial Login

- Go to <https://secure.saashr.com/ta/i.xyz.login>
  - Replace "i.xyz" with company short name

### Screen #1

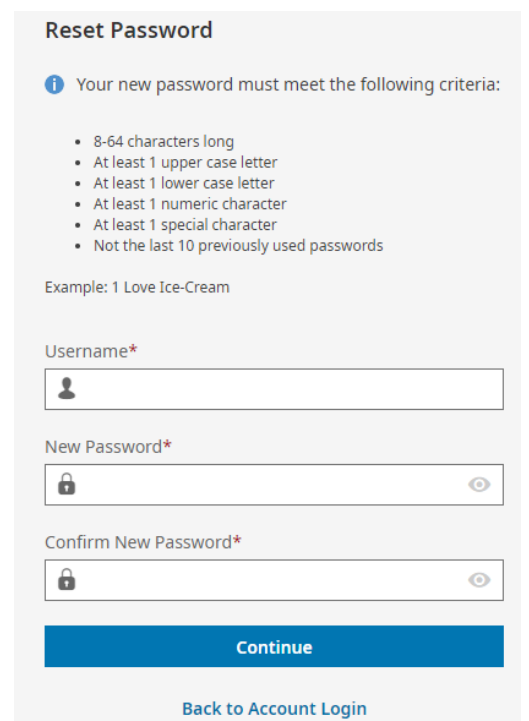
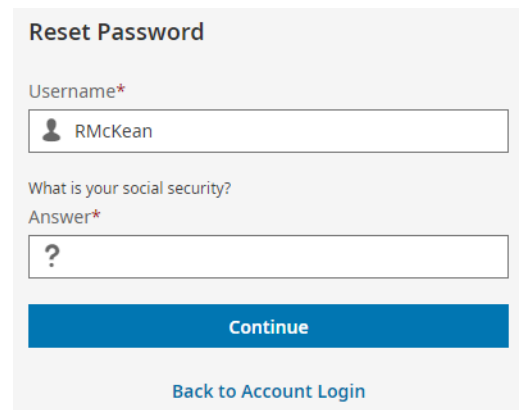
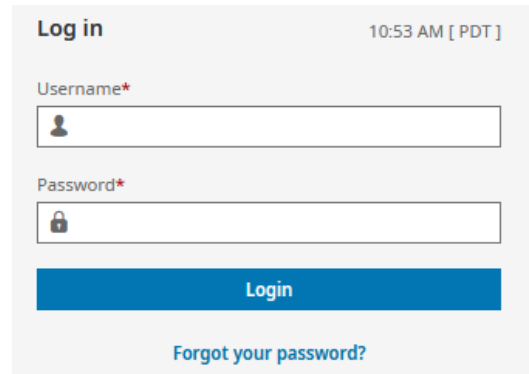
- **Username** = First Initial/last name (Example:JDoe)
- **Password** = Enter your password
  - If you have never logged in using the web browser application, you will need to establish your password. Simply click on the "**Forgot Your Password?**" link and the system will ask you to enter your username and your social security number (9 digits with no dashes or spaces).
- Press **Login**

### Screen #2 (This step is only necessary for initial logins or password resets)

- Press **Forgot Password?**
- **Answer:** enter your full 9-character social security number with no dashes or spaces (ex #####)

### Screen #3 (This step is only necessary for initial logins or password resets)

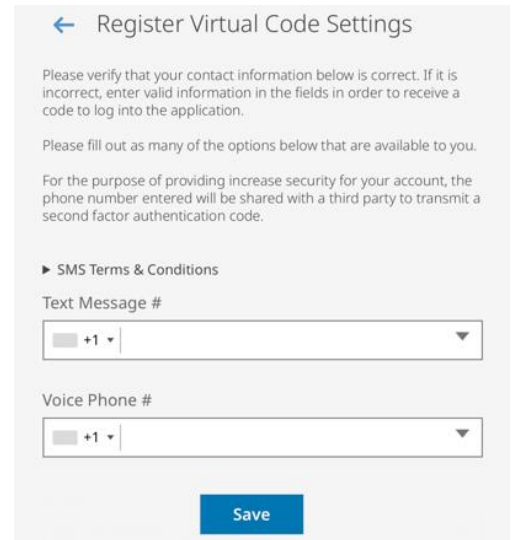
- **Username** = Should Copy Forward from Step #3
- **New Password requirements:**
  - 15–64 characters
  - At least one uppercase letter and one lowercase letter
  - At least one number
  - At least one special character
  - No more than four repetitive characters
- **Confirm New Password** = Type in the new password again
- Press **Continue**



## Screen #4

- **Set up Virtual Code Authentication Settings**
  - Depending on your security level, the virtual code options may or may not be required. The options and frequency may differ by your level of access (Low, Medium, High).
- Virtual Code Authentication Settings (Varies by Authorization Level)
  - The system may require you to send a code to a secondary device/location via Text Message, Email, Voice Call, or Google/Microsoft Authentication App. The system will have pre-filled any phone numbers that are already listed in your employee profile; however, you can overwrite these with alternative information. *Note: VCA Settings will vary depending on authentication/security level*
- Press **Save** once you have configured at least 1 VCA option

*Note: This information will not be provided to any third parties.*



← Register Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter valid information in the fields in order to receive a code to log into the application.

Please fill out as many of the options below that are available to you.

For the purpose of providing increase security for your account, the phone number entered will be shared with a third party to transmit a second factor authentication code.

▶ SMS Terms & Conditions

Text Message #

Voice Phone #

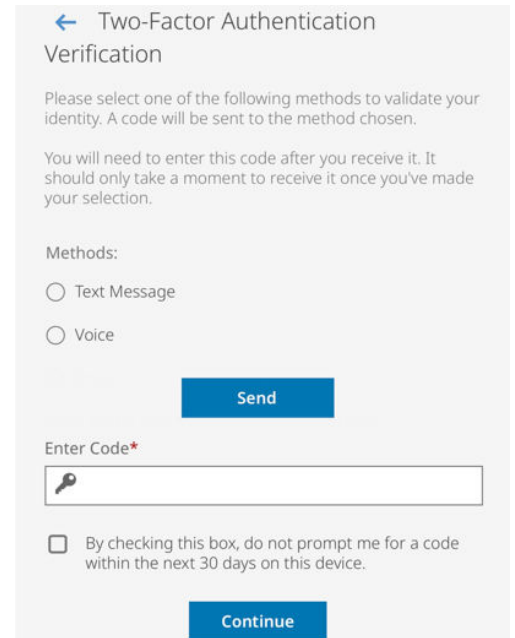
**Save**

## Screen #5

- Select a method to validate your identity, then click the **Send** button
- Enter the code received by text, phone, email, or Google/Microsoft Authentication App
- If you are using a device that you will use for future logins, check the box to remember this computer/device. If you are using a public/shared computer, do not check the box to remember computer/device.

If you choose to remember the device, the length of time that the device is remembered is dependent on your role/security level.

- Employees – N/A
- Managers – 7 days
- Administrators – 7 days
- Click Continue



← Two-Factor Authentication Verification

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods:

Text Message

Voice

**Send**

Enter Code\*

By checking this box, do not prompt me for a code within the next 30 days on this device.

**Continue**

**You have successfully logged in!**

## Maintain Virtual Code Settings

[My Info > My Information > Change Virtual Code Settings](#)

- Update applicable contact information – Phone Number(s) and/or Email
- Click Change Virtual Code Settings Information

### Virtual Code Authentication

**Password\***

**Text Message #**

**Voice Phone #**


## Establish a Security Question



[My Info > My Information > Change Security Question](#)

- Enter your current password, a security question, and an answer
- Click Change Security Question

### ← Change Security Question

#### Change Security Question

**Password\***  

**New Security Question\***   

**New Security Answer\***  