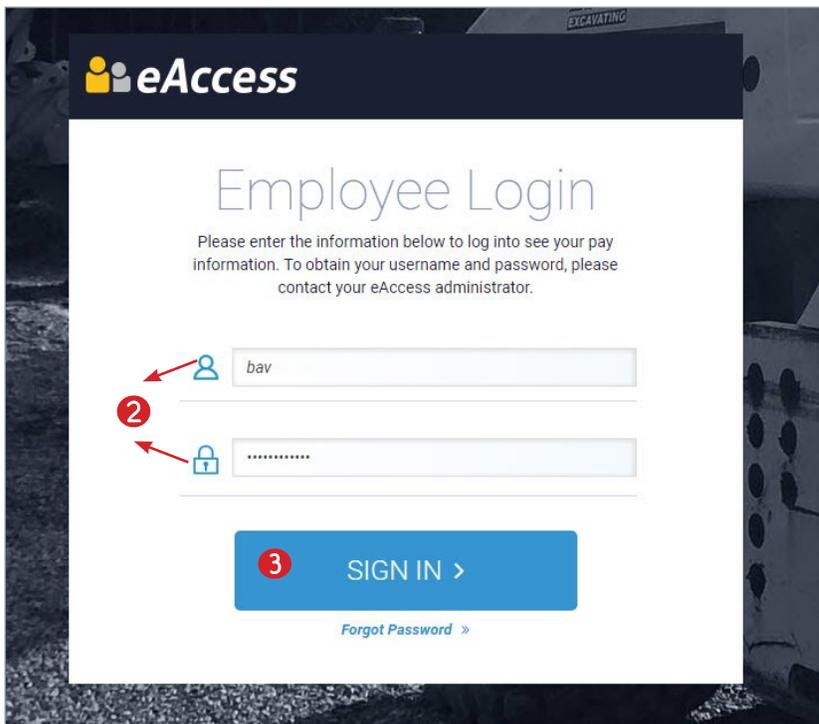


# LOGGING INTO EACCESS

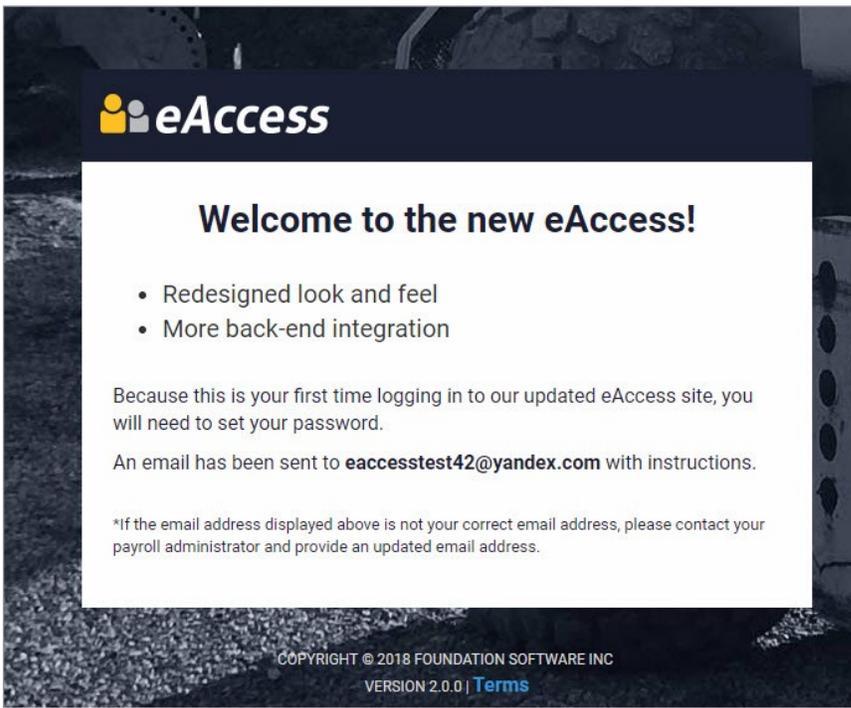
Your eAccess account is created by the administrator at your company. When they provide you with your username and password, please use the instructions below to log in.

1. Go to [eaccess.foundationsoft.com](http://eaccess.foundationsoft.com).
2. Log in using the username and password provided by your administrator.
3. Click [Sign In].



4. If you were not previously using the original eAccess, please skip this step and continue on to step 5.

If you were previously using the original eAccess, a window will open indicating a password email reset has been sent to you. Open the email and follow the directions to reset your password and log in again.



5. The first time you log into eAccess 2.0, you will be prompted to enter additional information for verification purposes.

- a In the *Date of Birth* field, enter your birthday.
- b Either enter the last 4 digits of your Social Security Number in the *Last 4 of SSN* field, or the last 4 digits of your driver's license number in the *Last 4 of Driver's License or State ID #* field.
- c Click [Sign in].

The screenshot shows the eAccess Employee Login page. At the top, there is a dark blue header with the eAccess logo. Below the header, the text "Employee Login" is displayed in a large font, followed by "Additional Information is Needed" in a smaller font. The form consists of several fields: a "Date of Birth" field with a placeholder "MM/DD/YYYY" and a red circle 'a' next to it; a separator line with the text "- AND ONE OF THE FOLLOWING -"; a "Last 4 of SSN" field with a placeholder "xxx-xx-XXXX" and a red circle 'b' next to it; and a "Last 4 of Driver's License or State ID #" field with a placeholder "XXXX" and a red circle 'b' next to it. At the bottom of the form is a blue button with a red circle 'c' and the text "SIGN IN >".