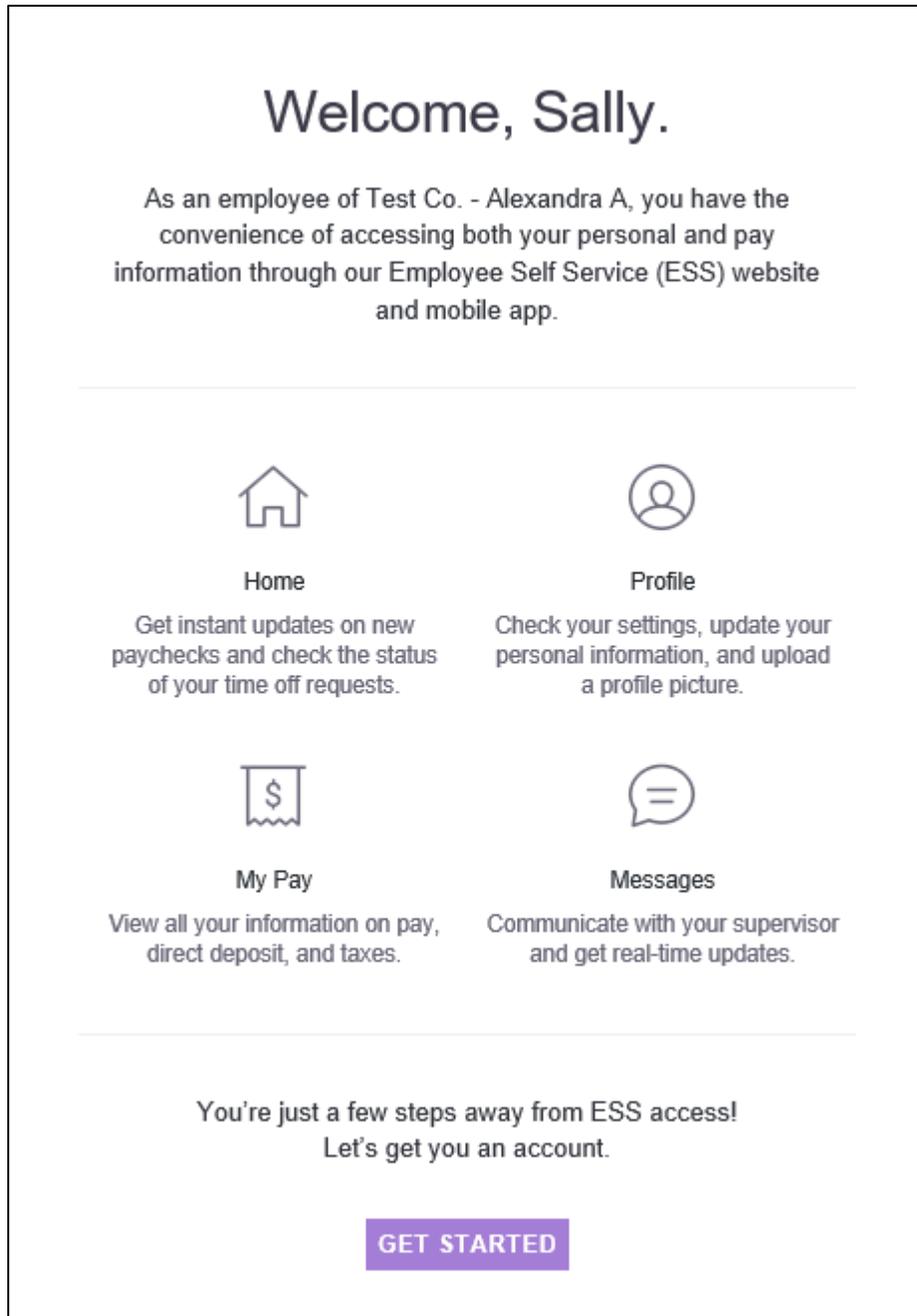




## Registering for Viventium Employee Self Service

**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!

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**Step 2.** Select “**Get Started**” and enter your Social Security Number. Select “**Verify**” when complete.

A screenshot of the VIVENTIUM app interface. 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 text 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**. Select “**Verify**” when complete.

A screenshot of the VIVENTIUM app interface. 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 text reads "What is your birthdate?". There is a text input field containing "06/12/1981" with a calendar icon to its right. At the bottom center is a large purple button with the text "VERIFY BIRTHDATE".

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**Step 4.** Enter your preferred **email address**. This will be used for your login credentials (e.g. username). Select **“Next”** when complete.

A screenshot of a mobile app registration screen. At the top left is a '< BACK' link. The title is 'New Account - Step 4 of 5'. The main heading is 'Please provide an email address'. Below it is a sub-heading: 'This email address will be used to access your account each time you log in.' There is a text input field containing 'sallysmith@viventiumtraining.com'. At the bottom center is a purple button labeled 'NEXT'.

**Step 5.** Enter a **secure password** consisting of at least 8 characters, include letters and numbers. Select **“Save Password”** when complete.

A screenshot of a mobile app registration screen. At the top left is a '< BACK' link. The title is 'New Account - Step 5 of 5'. The main heading is 'Set a secure password'. Below it is a sub-heading: '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 text input fields for password entry, each with a small eye icon to the right. At the bottom center 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!

A screenshot of an email activation page. The heading is 'Way to Go Sally!'. Below it is a sub-heading: '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'.

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If you are registering with a registration code from your pay stub, follow the below instructions.

**Step 1.** Locate the “**Registration Code**” under “**Notes.**” Navigate to [hcm.viventium.com/register/ess](https://hcm.viventium.com/register/ess), enter the code, and select “**Next.**”

A screenshot of a web page for registering a Viventium Self Service account. The page has a white background with a thin black border. At the top, the word "Welcome" is centered in a large, grey, sans-serif font. Below it, the text "Let's get you a Viventium Self Service account!" is centered, followed by "To get started, Please enter the registration code from your paycheck." in a smaller font. In the center, there is a white rectangular input field containing the registration code "6 0 5 F 4 8 7" with spaces between the characters. Below the input field is a purple rectangular button with the word "NEXT" in white, uppercase letters.

*\*Registration Codes are valid for 60 days*

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

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.

A screenshot of the Viventium ESS login page. The page has a white background with a thin black border. At the top, the word "VIVENTIUM" is centered in a purple, sans-serif font. Below it, the text "Welcome to Viventium (ESS)" is centered in a grey, sans-serif font. Underneath, the instruction "Please provide your email address to log in. Usually, it is your work email." is centered in a smaller font. There are two input fields: the first is labeled "Username or Email" and the second is labeled "Password" with a small eye icon to its right. Below the password field is a yellow link that says "Forgot Password?". At the bottom, there is a grey button with the text "SIGN IN" in white, uppercase letters.

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