

# Online Employer 1<sup>st</sup> Time Employee Login

When you enter **Amcheck** you will click on the **Employee Login Tab**, then click **Employee Self Service Login**.

1. Click on Create an account now.



Employee 1<sup>st</sup> Time Login

2. Enter Last Name and last 4-digits of your Social Security number.
3. Enter the Access Code provided by your Payroll Administrator.



Last Name & Last 4-digits of SS #

49784909 (if your first name starts between A-J)  
49784910 (if your name starts between K-Z)

4. Create a Login (If you are setting up a new account because of the Amcheck change you will not be able to use the same login but you can use the same password)
5. Create a Password
6. Confirm the Password created
7. Enter Email Address

## Online Employer-1<sup>st</sup> Time Employee Login

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**Create Your User Profile**

**New Password Compliance Rules**

8-16-2016  
Password must contain a minimum of 8 characters and a maximum of 70 characters.  
Password must contain a minimum of 2 characters from each of the following categories: Uppercase (A-Z), Lowercase (a-z), Digit (0-9), and Special character (!@#\$%^&\*~).  
Password must not be a last name or first name.  
Password must not be a last 4 digit.  
Password must not be a last 4 digit followed by a punctuation character (for example, 1234567890.).  
Password must contain a **8-16-2016** character set to indicate when it was created.

Username: [Username] Password: [Password]  
Confirm Password: [Confirm Password]  
Email Address: [Email Address]

[Save Changes](#) [Next](#)

Password Requirements

8. Enter the Login you created

9. Click on Sign In

**Online Employer**

Online Employer is a comprehensive resource center for Employers, Employees, Providers and others wanting to manage their administrative operations. From payroll to HR and time tracking, our services are delivered faster, accurately, consistently and most importantly, securely.

These enterprise solutions deliver measurable benefits by streamlining your people, your work practices and the legal requirements to your business.

**Sign in to Online Employer**

User Profile has been Created. Please Login

Login: [Login] Password: [Password] [Forgot my password](#)

[Sign In](#)

Now to Employee Self Service? [Click here to create your account](#)

Password Assistance

Password Reset

10. Enter the Password you created

11. Click on Sign In

**Enter your Online Employer Password**

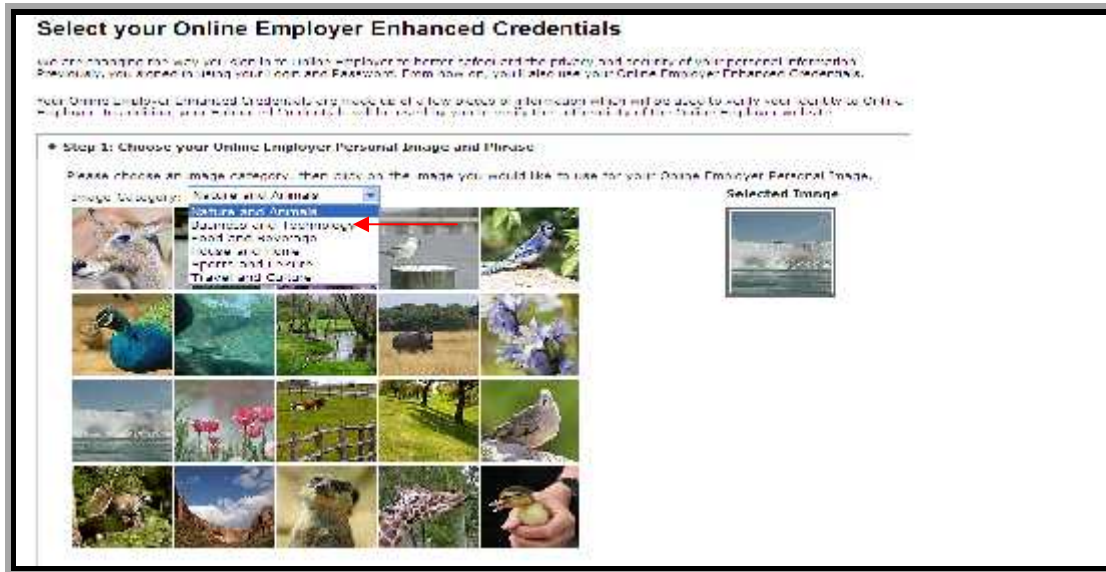
Login: [Login] Password: [Password] [Forgot Password?](#)

[Sign In](#)

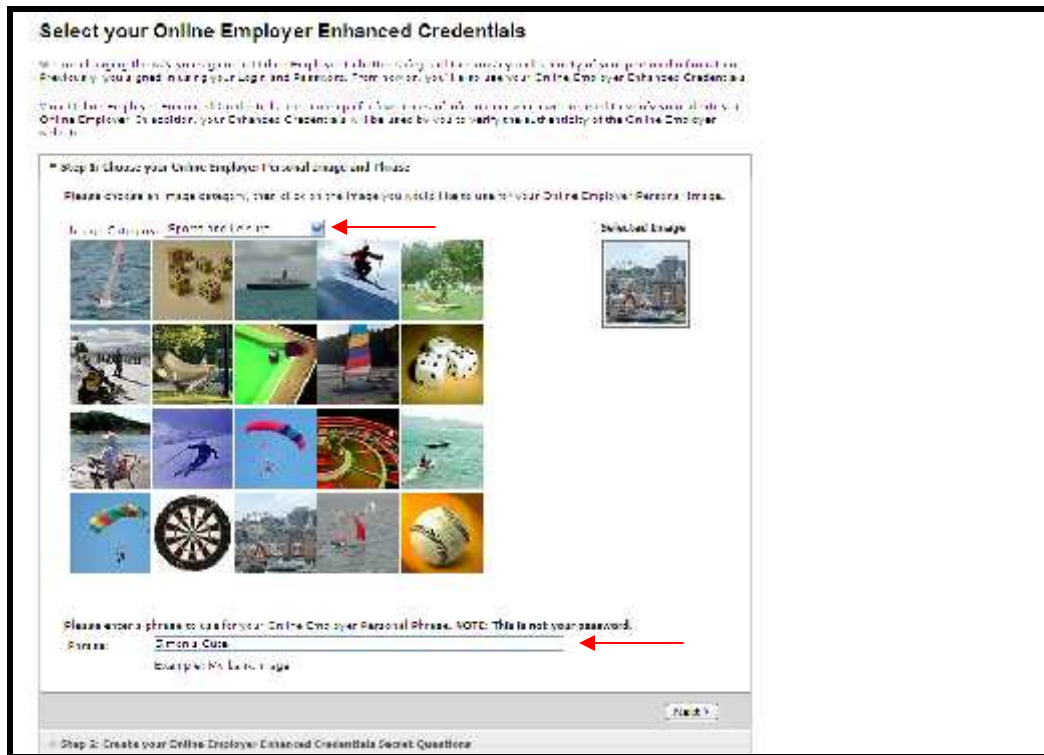
Password Reset

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## 12. Select your Image Category



## 13. Choose a Personal Image and Phrase



# Online Employer 1<sup>st</sup> Time Employee Login

## 14. Select and Answer Challenge Questions

**Select your Online Employer Enhanced Credentials**

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website.

**Step 2: Create your Online Employer Enhanced Credentials Secret Questions**

All your Enhanced Credentials questions will be asked each time you log in to Online Employer. Please set your questions to something that only you would know.

Question 1: What is the name of your elementary school?  
Answer: [Text Box]

Question 2: What is the first name of your spouse's best sibling?  
Answer: [Text Box]

Question 3: What is your favorite music artist?  
Answer: [Text Box]

Question 4: What animal did your band and high school mascot?  
Answer: [Text Box]

Question 5: What was your boss's first name at your first job?  
Answer: [Text Box]

[Back] [Next >]

Step 1: Choose your Online Employer Personal Image and Phrase  
Step 3: Verify your Account Information  
Step 4: Review

Select and Answer All 5 Questions

## 15. Verify Account Information

**Select your Online Employer Enhanced Credentials**

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website.

**Step 3: Verify your Account Information**

Your Online Employer password has expired and must be reset. Please set a new Online Employer password below.

**Password Compliance Rules**  
Password cannot contain the words 'password' or 'securit'.  
Password must contain a minimum of 8 characters and a maximum of 20 character(s).  
Password must contain mixed case letters (meaning at least 1 lower case character AND at least 1 upper case character).  
Password must contain at least 1 numeric digit.  
Password must contain at least 2 of the following punctuation characters: !@#\$%^&\*~\_<br> Password needs to gain an **80-99%** complexity rating upon entering it below.

New Password: [Text Box]

Confirm Password: [Text Box]

Please confirm your email address. This address will be utilized for all Online Employer correspondences including the *Forgot Password* process.

Email Address: [Text Box] simon.scotty@aol.com

[< Back] [Next >]

Step 1: Choose your Online Employer Personal Image and Phrase  
Step 2: Create your Online Employer Enhanced Credentials Secret Questions  
Step 4: Review

Verify Account Information

# Online Employer 1<sup>st</sup> Time Employee Login

## 16. Review Enrollment Data

**Select your Online Employer Enhanced Credentials**

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you used your Online Employer Account Name and Password to log in.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer.

Step 1: Choose your Online Employer Personal Image and Phrase  
Step 2: Create your Online Employer Enhanced Credentials Secret Questions  
Step 3: Verify your Account Information  
Step 4: Review

**Personal Image and Phrase**  
Personal Image:   
Personal Phrase: Watersport Adventure

**Secret Questions**  
Question 1: In which city was your father born?  
Michigan  
Question 2: What was the name of your first pet?  
Sharky  
Question 3: What is the name of your most memorable childhood babysitter/nanny?  
Helen  
Question 4: What is the first name of the oldest of your siblings?  
Tom  
Question 5: What is the last name of your most memorable childhood neighbors?  
Richard

**Account Information**  
\* Your Online Employer password will be reset.  
Email: simon.scotty@aol.com

**Would you like to register this computer?**  
 Yes, I plan on using this computer to access Online Employer in the future.  
 No, this is a public computer or one I do not plan on using to access Online Employer in the future.

Back Submit

## 17. Submit Process

## 18. Click on Continue on to Online Employer

**Congratulations!** You've successfully created your new enhanced Online Employer credentials.

From now on, when you log in to Online Employer, you'll be presented with your Security Image and Security Passphrase before you enter your password. If you don't recognize the image or phrase, do not enter your password - contact your administrator for further assistance.

Your new enhancements are optional for desktop and Smartphone. Questions, notify if it's there's recognition the computer isn't using to access Online Employer. Once you answer the questions correctly, you'll be able to log in as usual.

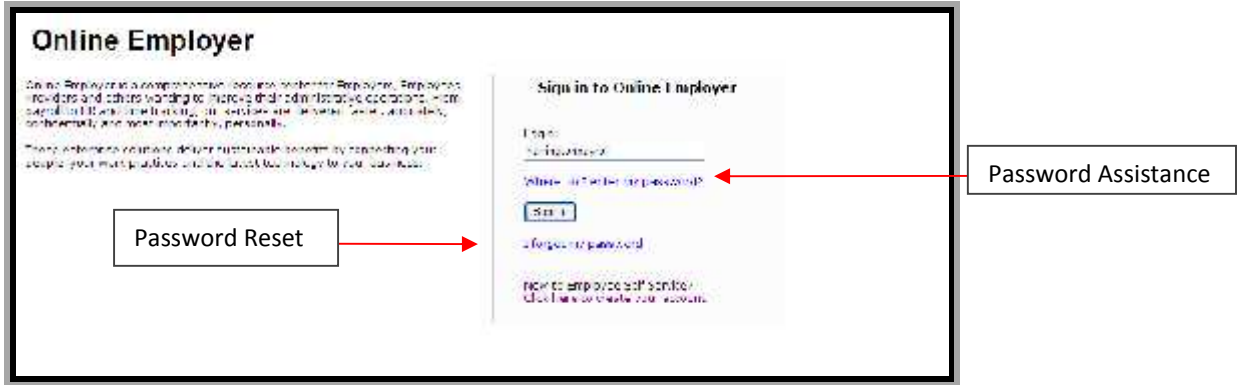
If you have questions about the new security enhancements, please see the Help links on the login pages, or contact your administrator.

Continue on to Online Employer

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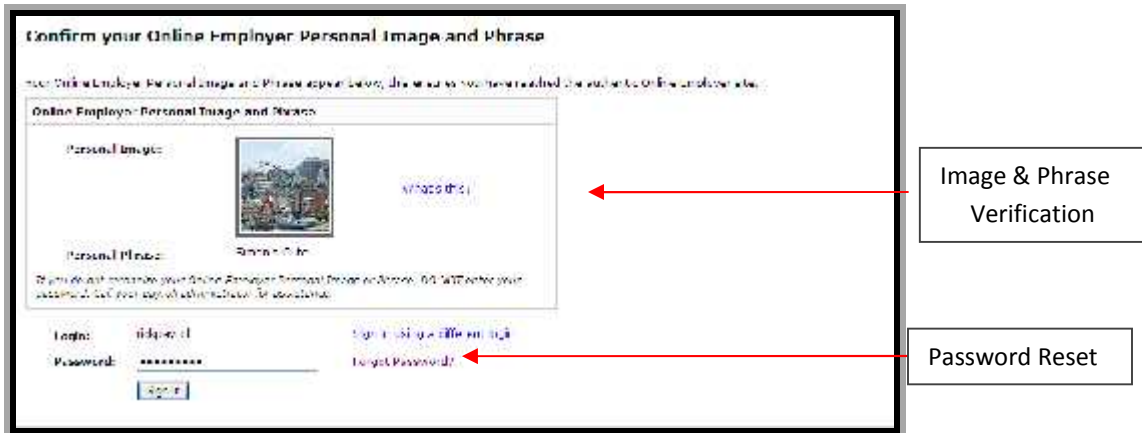
19. Enter your Login



20. Confirm Personal Image and Phrase

21. Enter Password

22. Click on Sign In

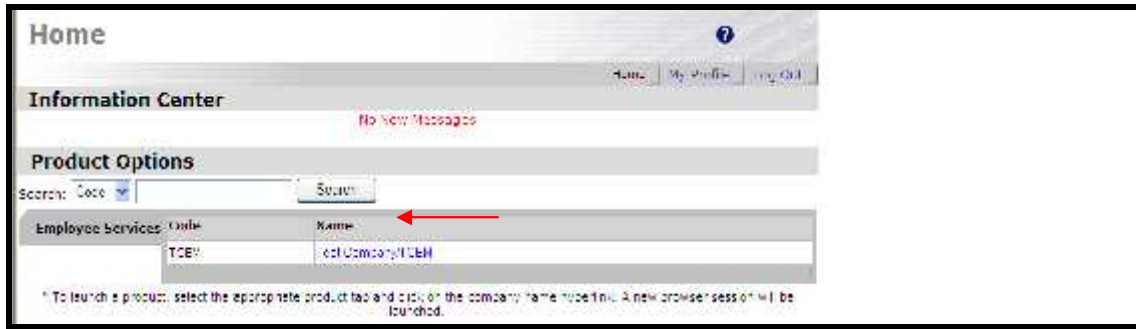


23. Click on the Product Option (the option will be highlighted in gray).

24. Click on Name of Company

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You can use “My Profile” to change your password, name, email address, image, phrase, secret questions and answers.

**If you have trouble with these instructions, please contact Arion Care Solutions’ Payroll Manager, Bev Hepner, at (480) 294-5174**