







## 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.

**Welcome, Sally.**

As an employee of Test Co. - Alexandra A, you have the convenience of accessing both your personal and pay information through our Employee Self Service (ESS) website and mobile app.

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 <p><b>Home</b></p> <p>Get instant updates on new paychecks and check the status of your time off requests.</p>	 <p><b>Profile</b></p> <p>Check your settings, update your personal information, and upload a profile picture.</p>
 <p><b>My Pay</b></p> <p>View all your information on pay, direct deposit, and taxes.</p>	 <p><b>Messages</b></p> <p>Communicate with your supervisor and get real-time updates.</p>

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You're just a few steps away from ESS access!  
Let's get you an account.

[GET STARTED](#)

**Note:** You will want to have your Social Security Number and Birthdate available for the verification process!


Download the Viventium app on the Apple App Store or Google Play!

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

< BACK

New Account - Step 2 of 5

Please provide your 9-digit Social Security Number

.....-7899 | 

Tip: press R to reveal and edit


VERIFY SSN

**Step 3.** Enter your **Birthdate**. Select **“Verify”** 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.

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 the email address '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 a mobile app registration screen. The main 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 titled "Welcome". Below the title, it says "Let's get you a Viventium Self Service account! To get started, Please enter the registration code from your paycheck." There is a text input field containing the code "6 0 5 F 4 8 7". Below the input field is a purple button labeled "NEXT".

*\*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. At the top is the VIVENTIUM logo. Below it is the heading "Welcome to Viventium (ESS)". A prompt says "Please provide your email address to log in. Usually, it is your work email." There are two input fields: "Username or Email" and "Password". To the right of the password field is a "Forgot Password?" link. At the bottom is a "SIGN IN" button.

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