

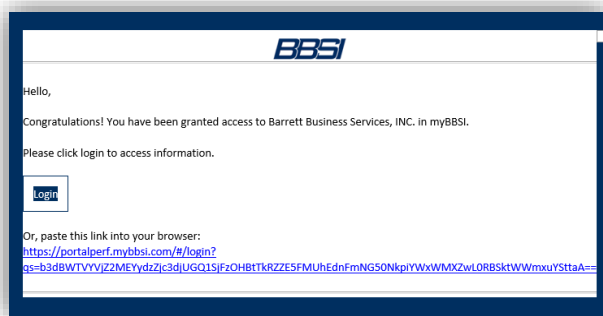
## Welcome to myBBSI!

Employees may enroll in myBBSI to:

- Download copies of check stubs
- Update direct deposit information
- Update home or mailing addresses

### To access the myBBSI portal:

1. Click the link in the welcome email that was sent to the email address that HR has on file.



2. Create your password. Enter it twice to prevent errors, then click **Submit**.



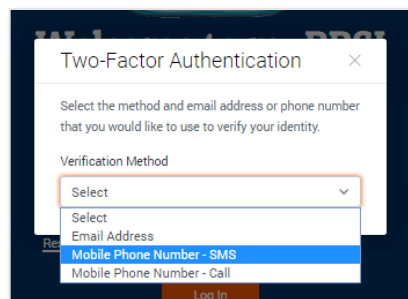
3. Use your new password with your onboarding email to log in.



## What is Multi-Factor Authentication (MFA)?

Usernames and passwords can be stolen. Multi-factor authentication adds a second layer of security. Even if someone tries to log in using stolen credentials, they must have access to the second layer of security to gain access. MFA protects your data.

4. myBBSI uses multi-factor authentication to confirm your identity. A code will be sent to a phone number or email address that is already on file. Select your preference.



5. Enter the code that you receive into the field and click **Verify**.



6. Click Continue and accept the terms of service, and you are logged in to your dashboard.

