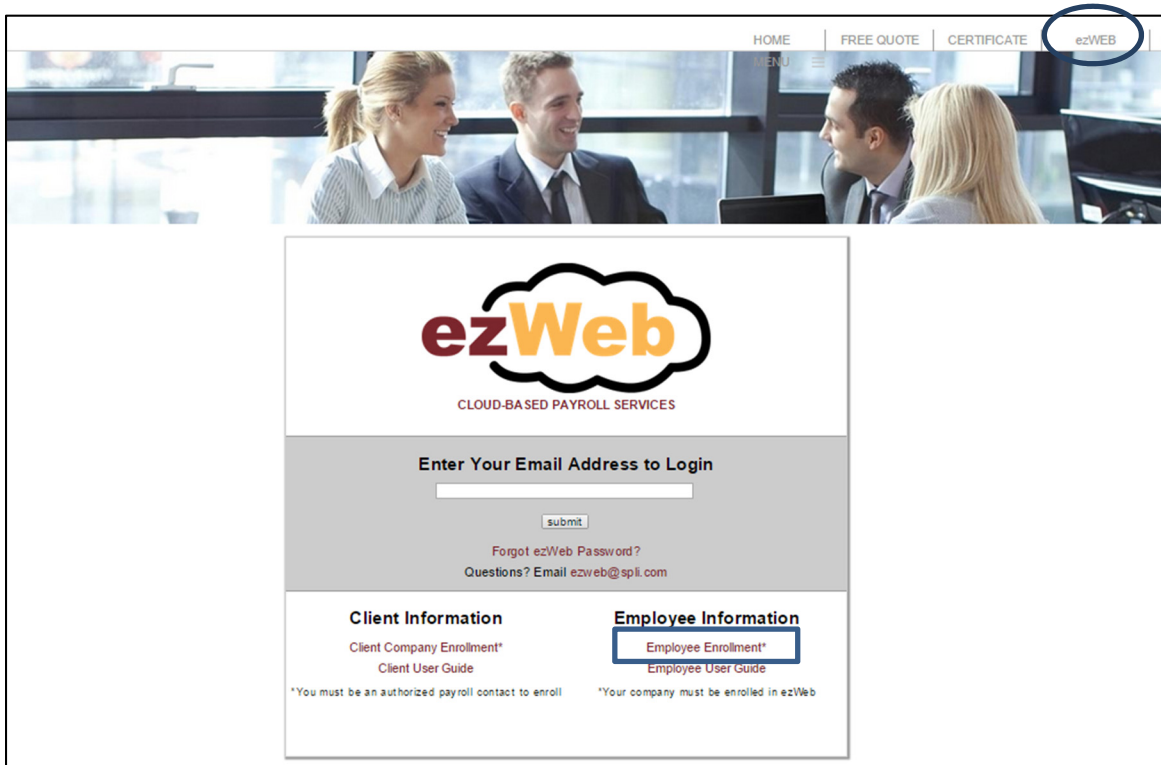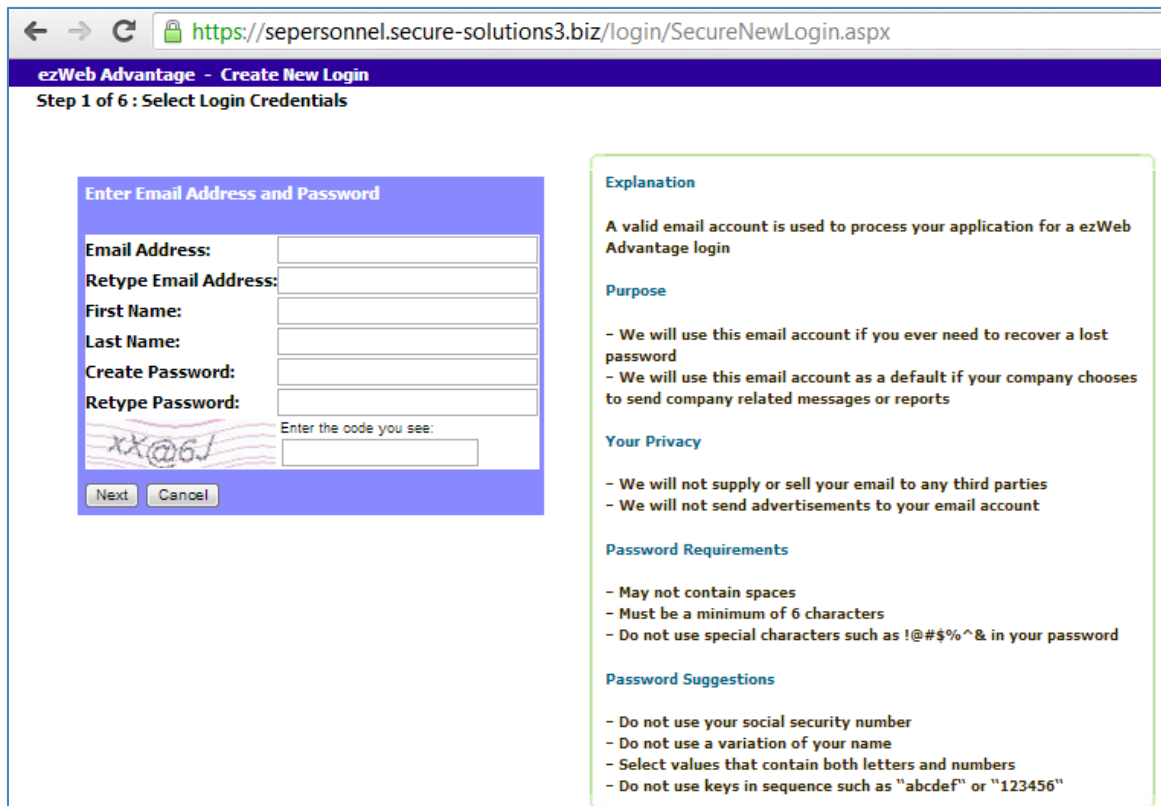# ezWeb Registration Guide for Employees

Step 1: Go to http://spli.com/ and click ezWEB then select Employee Enrollment.

Step 2: Enter login credentials

Step 3: An email will be generated and sent to the address you entered in Step 2. **Make sure to check your "Junk" folder if you are unable to find the email in your inbox.**

Step 4: Once the email is received, click on the link provided in the email.

Step 5: Enter the password that you created in Step 2.

Step 6: Your email address is now registered, but you **MUST** click Next to continue and validate your account.

ezWeb Advantage - Create New Login

Step 3 of 7 : Email Account Validation Processing

Your registration of email account   your email address here   was successful.

Please click "Next" to continue the login process.

Next

Step 7: Choose a security picture and a label and then click Next.

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Step 5 of 7 : Security Settings

Choose a Security Picture and Label

Security Picture:

Picture: 3 of 218

Security Label:

Next

Purpose of Security Picture

The security picture and label add an additional level of security.

Please select a picture from the images provided and create a label. Your label may be 1 to 15 characters in length.

How It Works

When you are asked to supply your password, your selected picture and label will be displayed on the login page.

If you do not see this picture and label while supplying your password, the page you are logging into may be another site trying to gather your password from you.

Unless you see your chosen picture and label, do not supply your password.

If you notice anything suspicious, email us at paul.clark@southeastpersonnel.com.

Step 8: Choose a security question and answer.

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Step 6 of 7 : Security Question

Choose a Security Question and Answer

Question: Mother's Birthplace?

Answer:

Next

Purpose of Security Question

The security question adds an additional layer of security. The following are instances of when you will be asked to supply this answer:
–During a first time login from a new computer to register your secure picture
–During the recovery of a lost password

Recommendations

–Choose a question that has an answer you will not forget.
–Choose a question that cannot be easily determined with research.
–Your answer must be between 1 to 50 characters in length.
–Your answer is not case sensitive.
–Blank spaces will not be used as part of the answer verification.

Step 9: Choose "My Employee Information Only" and then enter your Validation Key and Birth Date.

The Validation Key is the first four letters of your last name and the last four digits of your SSN.

Make sure your Birth Date is entered in mm/dd/yyyy format (ex: 02/25/1998).

Your account is now ready to use.

If you have any questions, please email us at ezweb@spli.com.
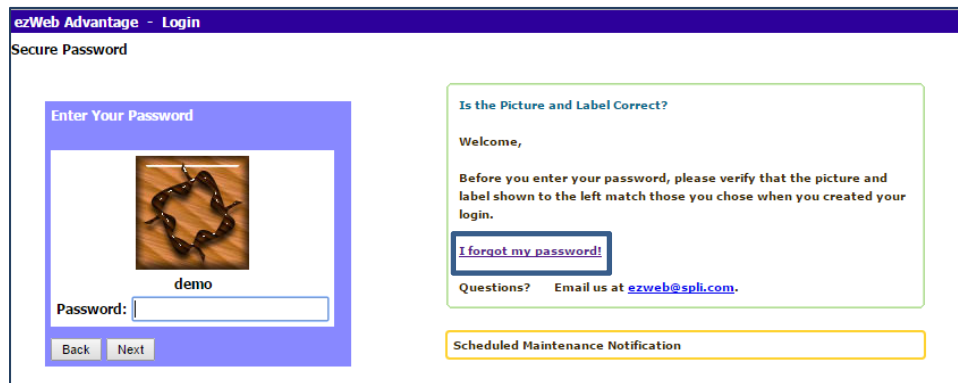
Forgot your ezWeb password?

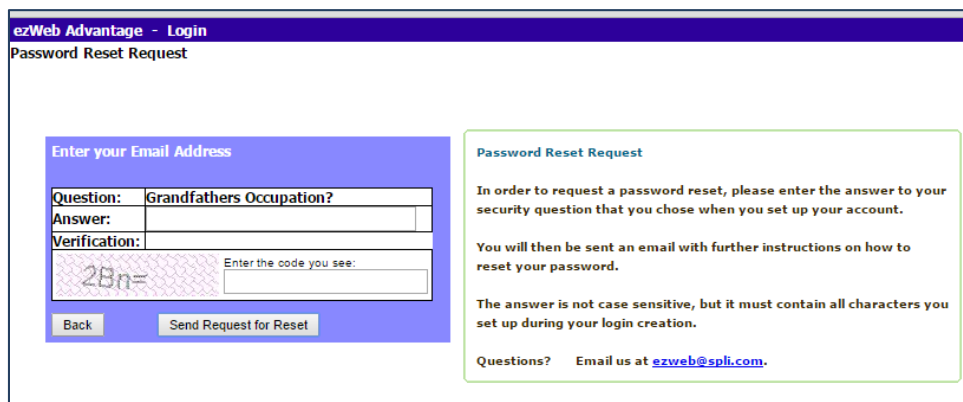Type in your email address on the login page and click Next or press Enter

Click on I forgot my password!

Answer your security question and enter the Verification code then click Send Request for Reset. If you have forgotten you security answer, please send an email with your full name, company name, and the email address registered with ezWeb to ezweb@spli.com.

You will then be sent an email with further instruction on how to reset your password.

If you have any questions, please email us at ezweb@spli.com.