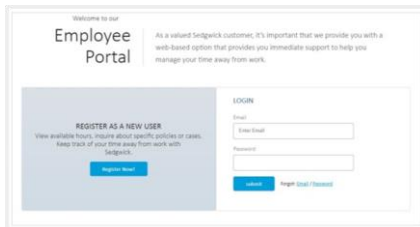


EMPLOYEE PORTAL

Registration instructions

<https://timeoff.sedgwick.com>



Welcome to our Employee Portal

As a valued Sedgwick customer, it's important that we provide you with a web-based option that provides you immediate support to help you manage your time away from work.

REGISTER AS A NEW USER
View available leave options about specific policies or cases. Keep track of your time away from work with Sedgwick.

LOGIN

Email:

Enter Email

Password:

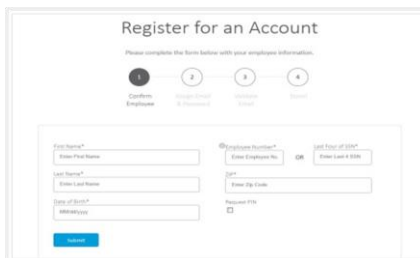
Enter Password

Register Now! **Login** **Forgot Email/Password**

01

Once you are at the Login Screen, you'll need to register as a "User" to gain access to your account information.

Select the "Register Now" button and it will take you through the simple process.



Register for an Account

Please complete the form below with your employee information.

1 2 3 4

Complete Employee

First Name*

Enter First Name

Last Name*

Enter Last Name

Date of Birth*

MM/DD/YYYY

Employee Number*

Enter Employee No. OR Enter Last 4 Digits

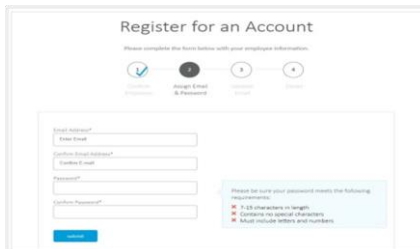
Enter Zip Code

Preferred FTS

Submit

02

On the Registration Screen simply input your personal data such as your **Name, Date of Birth, Zip Code and the last four digits of your Social Security Number.**



Register for an Account

Please complete the form below with your employee information.

1 2 3 4

Complete Employee

Assign Email & Password

Validate Email

Done!

Email Address*

Enter Email

Confirm Email Address*

Re-enter Email

Password*

Enter Password

Confirm Password*

Re-enter Password

Please be sure your password meets the following requirements:

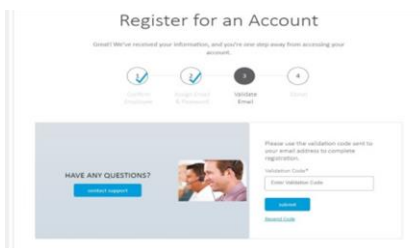
- 7-15 characters in length
- Contains no special characters
- Must include letters and numbers

Submit

03

The next step is to supply an email address and create a secure password.

Passwords must be 7-15 characters in length and contain letters and numbers.



Register for an Account

Good! We've received your information, and you're one step away from accessing your account.

1 2 3 4

Complete Employee

Assign Email & Password

Validate Email

Done!

HAVE ANY QUESTIONS?
[Contact Support](#)

Please use the validation code sent to your email address to complete registration.

Validation Code*

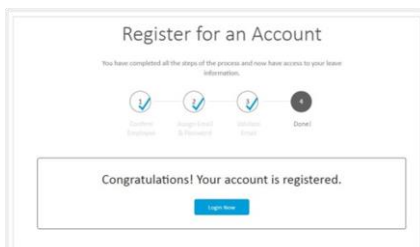
Enter Validation Code

Submit

04

After you enter an email address into the system, it will generate a Validation Code for you to use.

Input your Validation Code in the spot provided



Register for an Account

You have completed all the steps of the process and now have access to your leave information.

1 2 3 4

Complete Employee

Assign Email & Password

Validate Email

Done!

Congratulations! Your account is registered.

Login Now

05

CONGRATULATIONS, your account is now active.

Access the Portal to review time spent or remaining on your benefit plans, see updates to your case or open a dialog with a customer service representative.