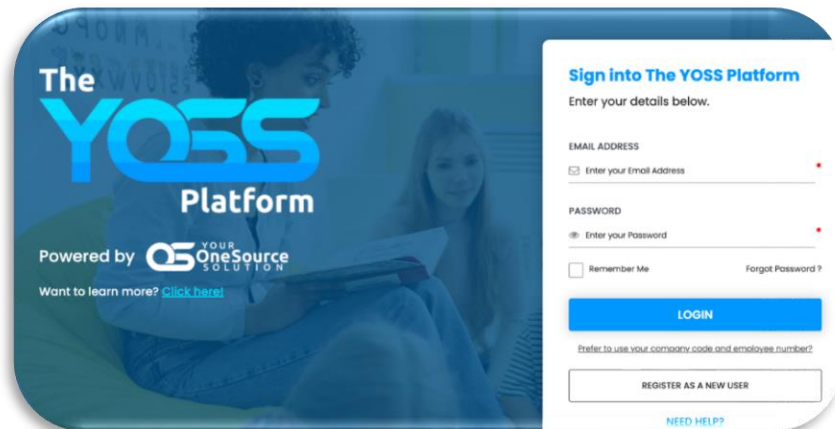


The YOSS Platform – End User Guide

Your employer utilizes The YOSS Platform for many of your Finance and HR Topics. The YOSS Platform is a simple to use web-based HR & Finance Software which allows you 24/7 access to important documents such as your pay stubs. Our team has compiled this guide as a useful resource to assist you in accessing the platform.

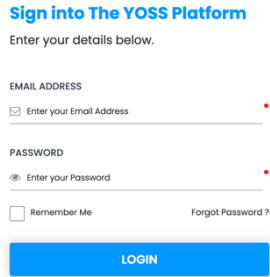
How do I register?

1. Visit <https://yossplatform.com/login.aspx>
2. Click on “Register as a New User”
 - a. Users have two choices when completing the New User process
 - i. Email and Date of Birth
 - ii. Company Code (as provided by your HR Department), Employee ID, and Date of Birth
 - b. **When implementing The YOSS Platform, emails are not always available. As such, it is possible your email is not pre-loaded in the system so you may be required to register using option two. Once registered, you can update your profile with your email for use when logging in moving forward should you wish to.**
 - c. Your Employer’s HR/Finance/Payroll Department can provide you with your **Company Code** if you do not know it
 - d. Once you enter your details and are verified, you will create a password
 - i. Passwords must include at least 8 characters with at least 1 upper case, 1 lower case, 1 number, and 1 special character.



How do I login?

1. Visit <https://yossplatform.com/login.aspx>
2. Two Login Methods
 - a. Using your email and password



Sign into The YOSS Platform
Enter your details below.

EMAIL ADDRESS

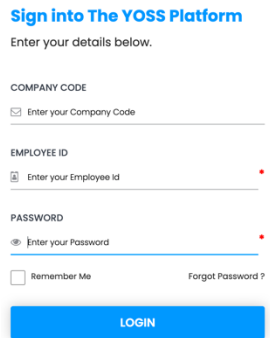
PASSWORD

Remember Me [Forgot Password ?](#)

LOGIN

i.

- b. Using your Company Code, Employee ID, and password



Sign into The YOSS Platform
Enter your details below.

COMPANY CODE

EMPLOYEE ID

PASSWORD

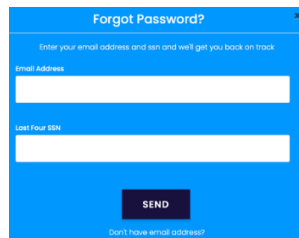
Remember Me [Forgot Password ?](#)

LOGIN

i.

How do I reset my password if I have forgotten it?

1. Click on Forgot Password on the main login screen
2. Two Reset Methods
 - a. Using your email address and the last four of your Social Security Number



Forgot Password?

Enter your email address and ssn and we'll get you back on track

EMAIL ADDRESS

LAST FOUR SSN

SEND

[Don't have email address?](#)

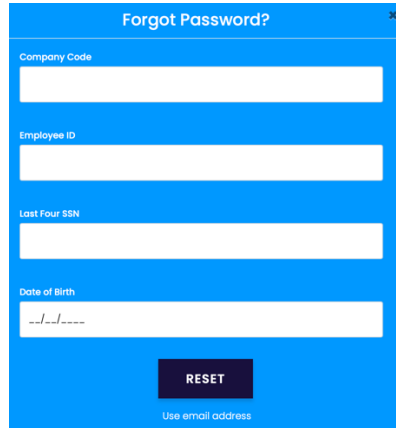
i.

- ii. Once you enter your email address and the last four of your Social Security Number and the data has been matched to your profile, you will receive a reset password link via email.

Password reset continued on next page.

How do I reset my password if I have forgotten it? (Continued)

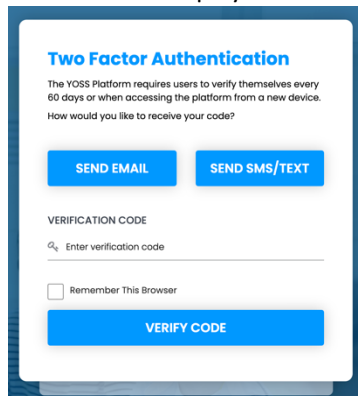
b. Using your Company Code and Employee ID



- i.
- ii. Enter your Company Code, Employee ID, the last four digits of your Social Security Number and your Date of Birth
- iii. Once the information is confirmed as matching your profile, you will be provided with a Change Password option within your browser

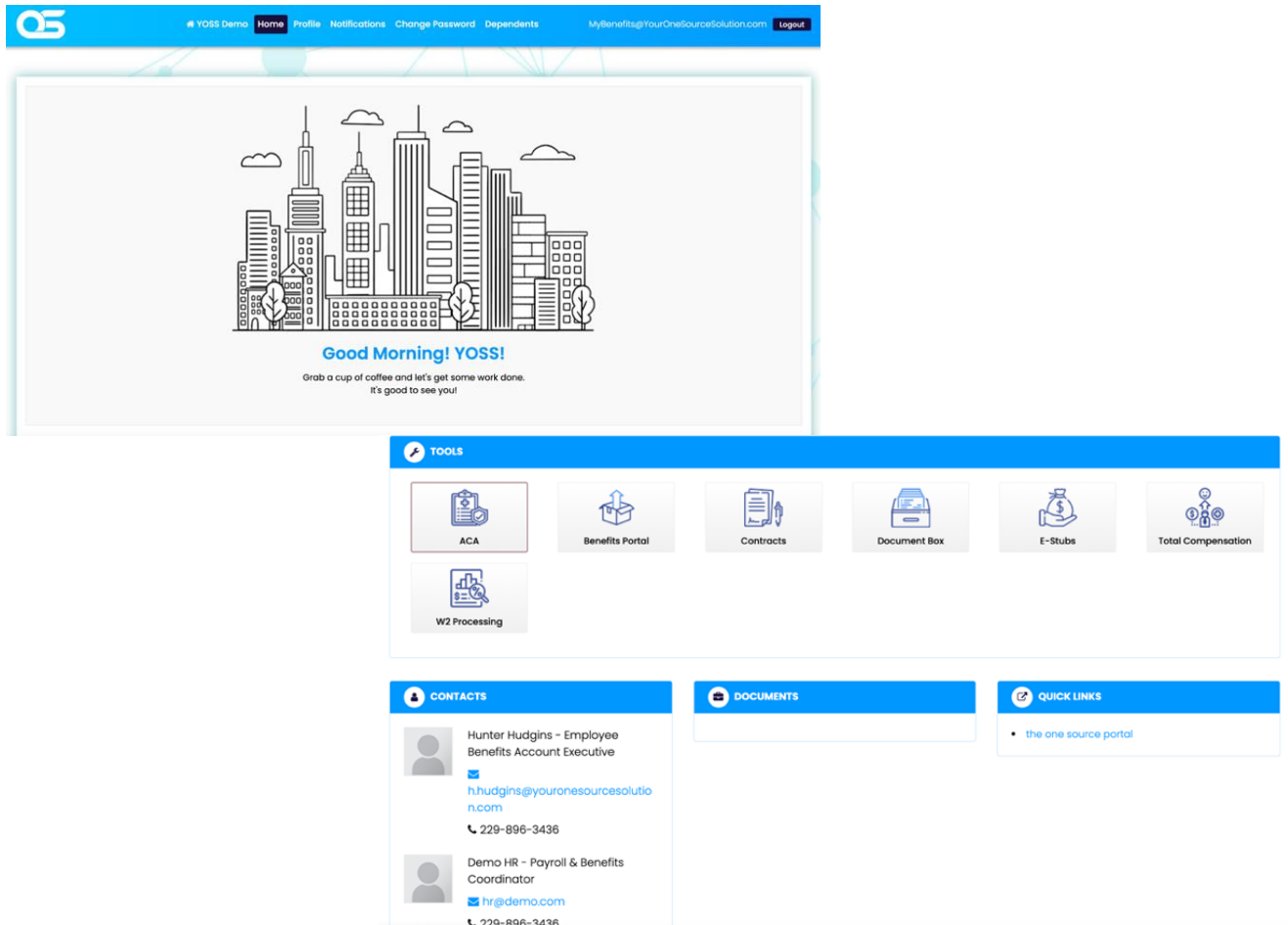
How do I set-up and use the Two-Factor Security?

1. Anytime you login from a new device you will be prompted to complete a Two-Factor Security Check. The below screen will display



- a.
 - b. You can verify using your email on file or your verified mobile SMS number if also verified.
 - c. Once you click "Send" **do not refresh your page** or you will be required to re-start.
 - d. Upon typing in the verification code, you can click "Remember This Browser" and you will not be prompted for a code for 60 days.
2. If your profile does not have an email or verified mobile number, you will be prompted to enter and verify those details before proceeding.

Exploring the Employee Dashboard



The screenshot shows the Employee Dashboard interface. At the top is a navigation bar with the OS logo, user information (# YOSS Demo, Home, Profile, Notifications, Change Password, Dependents), and a MyBenefits@YourOneSourceSolution.com link with a Logout button. Below the navigation bar is a large graphic featuring a city skyline illustration. The text reads: "Good Morning! YOSSI! Grab a cup of coffee and let's get some work done. It's good to see you!". Below the graphic is a "TOOLS" section with icons for ACA, Benefits Portal, Contracts, Document Box, E-Stub, Total Compensation, and W2 Processing. To the right of the Tools section are three panels: "CONTACTS" listing Hunter Hudgins (Employee Benefits Account Executive) and Demo HR (Payroll & Benefits Coordinator) with their contact information; "DOCUMENTS" which is currently empty; and "QUICK LINKS" with a link to "the one source portal".

- Under Tools, you will be able to view the tools your employer is currently utilizing.
- Towards the bottom of your dashboard, you will find useful contacts, documents, and quick links.

- From the dashboard, you can view your Profile, update your Notifications preferences, and Change your password
- Profile change requests are set as pending until approved by your HR Department