

Activating user within payroll system:

New User Login

You will navigate to the login page from a secure link received in an email generated upon approval. If you attempt to log in for the first time from the login page and not from the secure link, the system will generate a new email with a new secure link and notify you of the email.

Go to website:

www.service1.org

Business
Other Services
Direct Deposit Payroll Solutions
Current Employer Group
Zehpyr Login

Once on the login page, enter your Username, which will be your email address. Hit **Login**.

Upon entering your Username, the system will validate your user ID and, if recognized, will take you to a page to configure a password, security questions and a secure image.

Password Requirements:

- Must be at least 8 characters long
- Must contain at least one numeric character
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- May contain one special character
- Minimum of 12 months until you can reuse an old password

Select and answer at least *three* unique questions in the list. The more questions answered, the more secure the system will be. When needed for certain functions, the system will randomly display user questions to be answered. With more questions stored, the system can do a better job of randomly selecting questions. When finished answering the questions and selecting a secure image, hit **Save**.

Next, you will be brought to a page asking if the device is a trusted device. Register the device as a trusted device if it is a private computer or on a private network. Check the box and click **Submit**.

Note that registering the computer will register your username and the IP address and device fingerprint of the machine to the system, allowing you to log in at a later time without needing to register the machine as trusted each time. For future logins, if you login on a new device, you will be prompted to register the new device as a trusted device. If you choose not to select "register as trusted device", you will be prompted periodically in future login attempts to register the device.

Another screen will appear, asking you to acknowledge the security standards for the PC you are using. If the computer meets the standards, check the box and hit **Submit**. *Note that if you do not check the box and click submit, you will be redirected to the login page and will not be allowed into the system.*

After accepting the security standards and clicking **Login**, you will enter the system menu. The system menu will contain tiles and a sidebar displaying services you have been granted access to.

For each subsequent login, you will be prompted for your password and your secure image will display. The secure image signifies that you are logging into the Zephyr system and not into a phishing site.