EHX: Registration Update – Employee Contact Method

New Employee

Complete the following information about the new Employee, then click **Continue**.

Location * Andrea's Self Certification Site ▾

First Name *

Last Name *

Contact Method * Please make a selection... ▾

User ID *   ⓘ User ID should be between 8 and 50 characters.

Request Type

Select the Request type you want to create for this Employee.

Request Type * Employee Onboarding ▾

Continue   **Cancel**

Contact Method Options:

Please make a selection... ▾
- Please make a selection...
- E-Mail
- Mobile (text message)
- Temporary Password (no e-mail/mobile)

EMAIL

Enter and **Verify** Email

Contact Method * E-Mail ▾

Email Address *

Verify Email *

MOBILE - Registration will be sent via SMS text to mobile phone number provided.

Contact Method * Mobile (text message) ▾

Service Provider: * Please make a selection... ▾

Mobile Number (123-456-7890)*

Verify Mobile Number *

Disclaimer: Please note you **must** know the mobile provider the employee is using to send re... text message. Standard text messaging rates will apply for the mobile subscriber re... message. For more information regarding text messaging rates, please instruct the in... contact his or her service provider.

Choose mobile phone provider.

Please make a selection... ▾
- Please make a selection...
- AT&T
- Cricket
- Sprint
- T-Mobile
- US Cellular
- Verizon

Employee logs in with **UserID and Temp Password** to get into account and finish registration.

TEMPORARY PASSWORD - Employee will be required to create their own password and PIN upon login to finish registration

Contact Method * Temporary Password (no e-mail/mobile) ▾

Temporary Password: 0O*C9u$gJo