



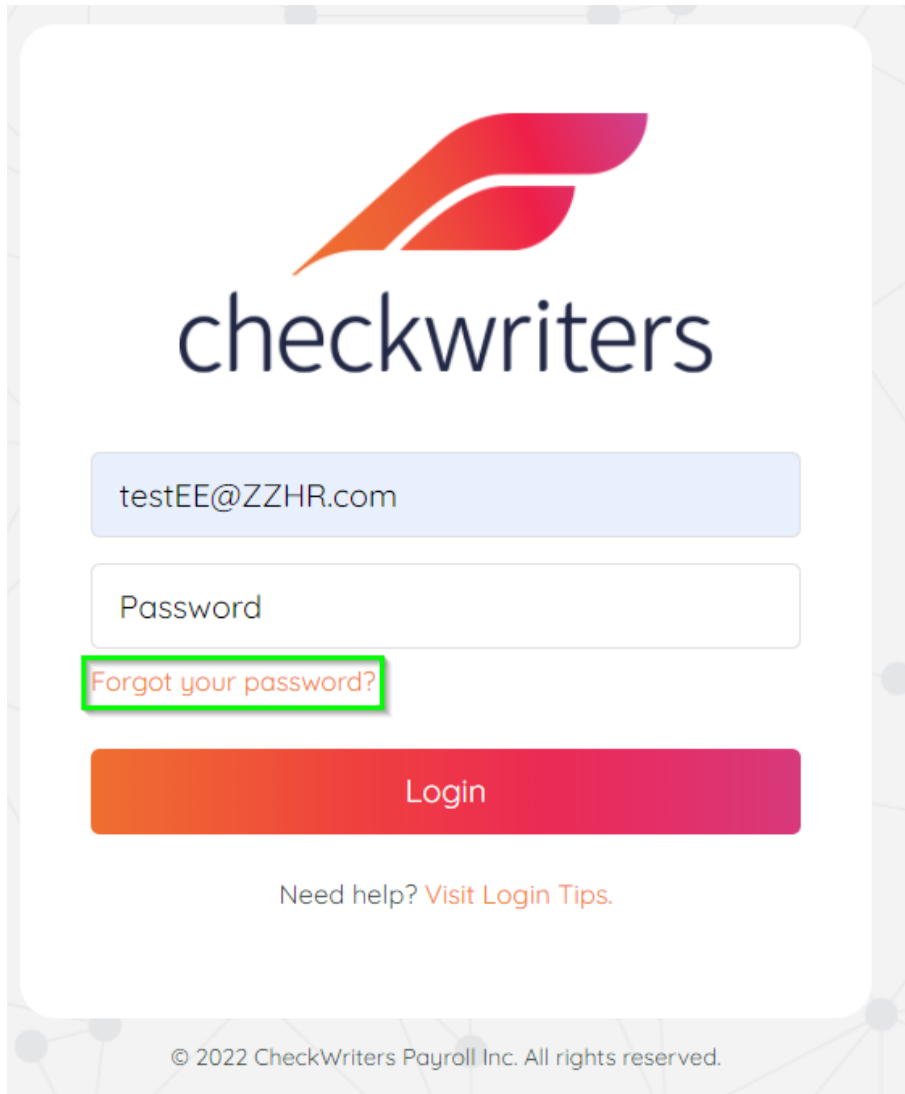
checkwriters

# CHECKWRITERS

CHANGING PASSWORD OPTIONS

## Using the Forgot Password Link

Passwords can often be forgotten, especially when a user hasn't logged in to their profile recently. If a password is forgotten, there is a *Forgot Password Link* right on the login screen. Selecting this will start the **Forgot Password** process.



checkwriters

testEE@ZZHR.com

Password

[Forgot your password?](#)

Login


Need help? [Visit Login Tips.](#)

© 2022 CheckWriters Payroll Inc. All rights reserved.

After selecting this, you will be prompted to input the following:

1. Your Username (should be an email address that you used as the username when you initially set up your account)
2. The first five digits of your home Zip Code
3. The last four Digits of your Social Security Number

Once these are entered, select *Next*.



checkwriters

Forgot Password

Step 1

Username \*

First five digits of your Zip code \*

Last four digits of your Social Security number \*

Back Next

The next step will be to answer one of the three security questions you set answers for upon initial account creation. Once answered, select *Next*.



# checkwriters

Forgot Password

Step 2

Question \*

What was your childhood nickname that most people do not know?

Next

You will then be brought to a screen confirming that a new temporary password has been sent to your email address on file.



# checkwriters

## Complete

An email message has been sent to [mbokuniewicz@checkwriters.com](mailto:mbokuniewicz@checkwriters.com) with your login information. Once you receive the email message, you can log in.

Next

The email with the temporary password will come from **[notifications@mg.checkwriters.com](mailto:notifications@mg.checkwriters.com)**. It should arrive very shortly after you receive the confirmation message screen. This is an automated email, so your email provider may pick it up as spam. It will appear as so:

# Password Reset

The password for the Checkwriters account assigned to **Christopher Oatway** has changed. Follow the instructions below to login and update your password. If you did NOT request this change, please inform your support contact immediately.

## Temporary Password

Copy the temporary password and login with your existing username. Once successfully logged in, you will be required to change your password.

4;v]\*\$xV

Please note, the temporary password will expire on **08/05/2022**.

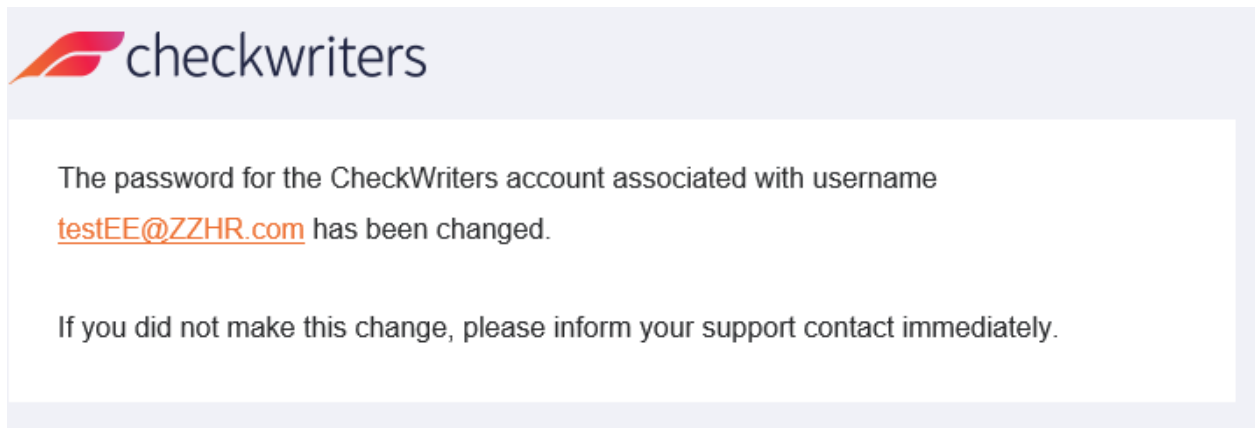
Login →

It is recommended to copy the password provided and then click on the login button to bring you back to the login screen. Type in your username and use the temporary password. Remember to NOT have your internet application use a saved password – your old password will no longer work!

You will now be on a screen where you need to enter your current password (the **temporary password**) and then a new password. The new password must meet the following requirements:

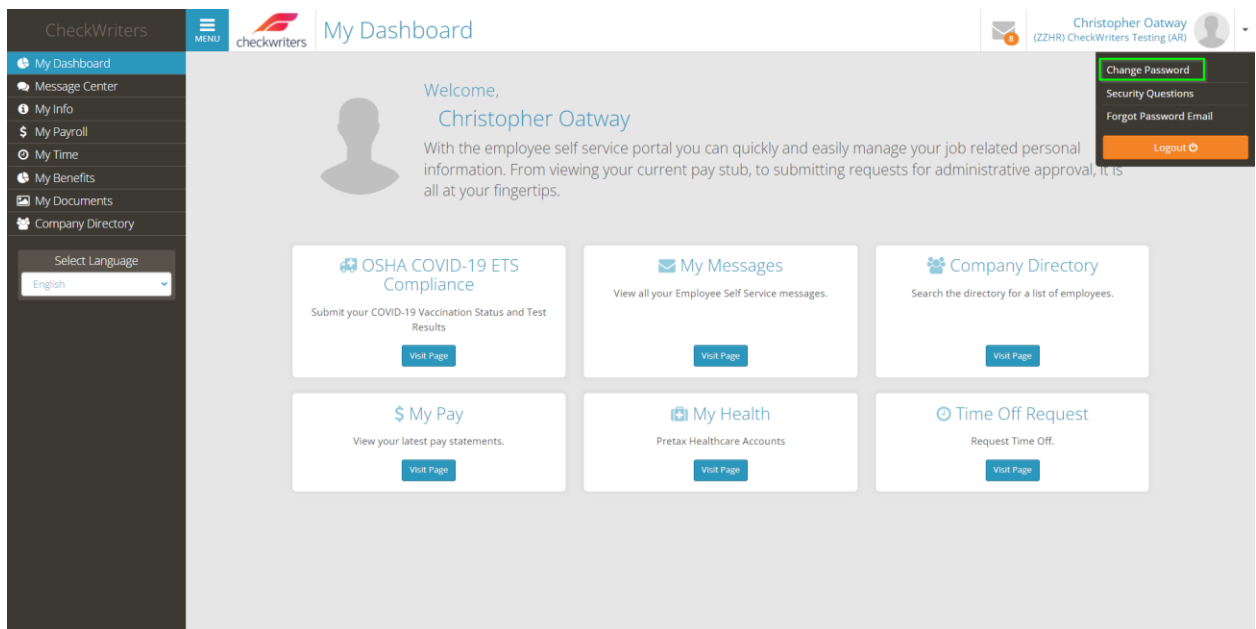
- It must be at least 8 characters.
- It must be mixed case (have at least one upper case and one lower case letter).
- It must have at least one number.
- It must have at least one special character (for example, an exclamation point).
- It cannot be an old password.

Once finished, select *Save*. You can now use the new password you set up to login. You will receive a final email confirming your password has been changed. **Please note that passwords expire every 60 days.**

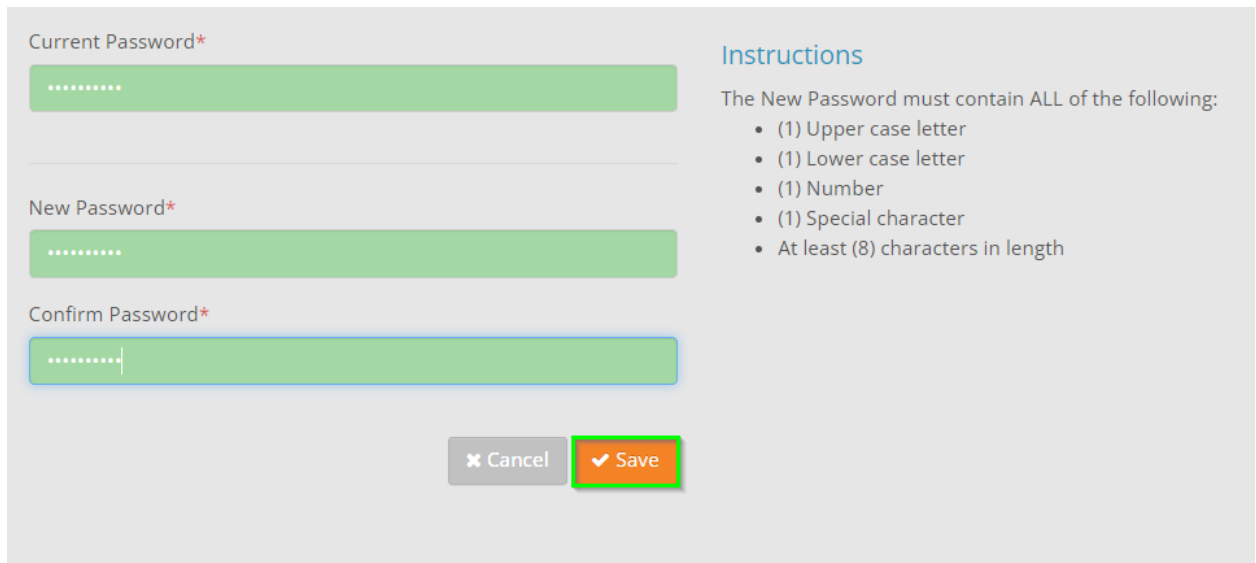


## Using the Change Password Tool in ESS

There is also a **Change Password** option located in Employee Self Service (ESS). To access this, you will need to be logged in. Select the icon of the arrow pointing down next to your name followed by *Change Password*.

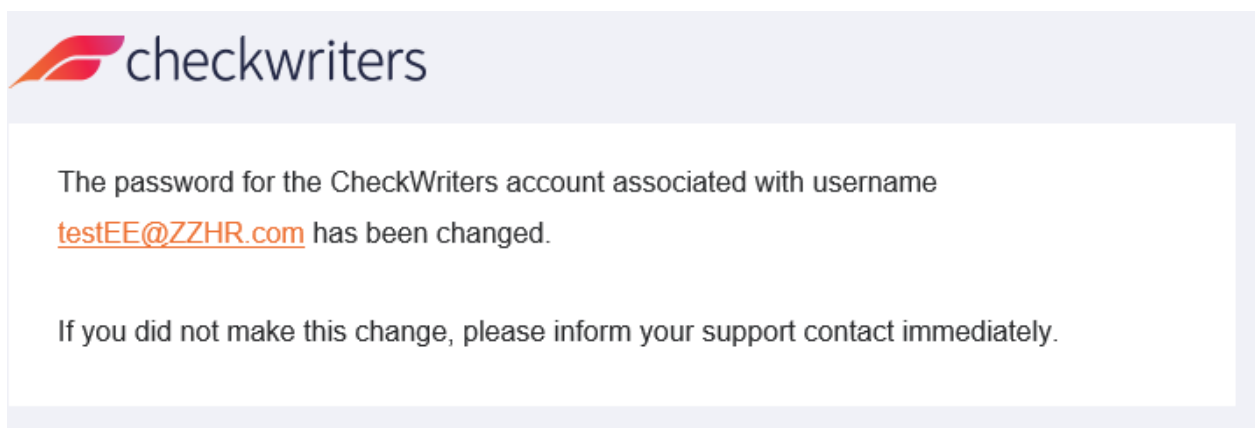


This will bring you to a screen where you will type in your current password and the new password (you will type in the new password twice to confirm you typed it in correctly). Once finished, select **Save**.



The screenshot shows a password change interface. On the left, there are three input fields: 'Current Password\*', 'New Password\*', and 'Confirm Password\*'. Each field contains a series of dots representing masked text. At the bottom of the form are two buttons: 'Cancel' and 'Save'. On the right side, there is a section titled 'Instructions' which states: 'The New Password must contain ALL of the following:' followed by a bulleted list: (1) Upper case letter, (1) Lower case letter, (1) Number, (1) Special character, and At least (8) characters in length.

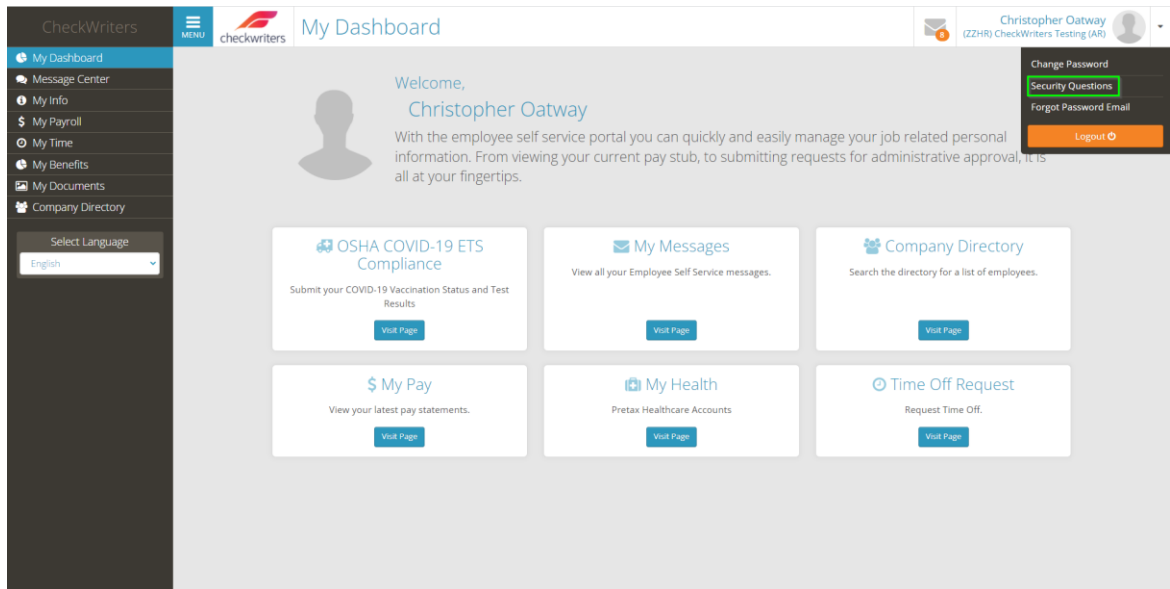
Just like with the *Forgot Password* option, you will receive an email confirming your password has been changed.





# Password Related Changes in ESS

In Employee Self Service, there are options to change your **Security Questions** and **Forgot Password Email**. To change these, select the same arrow in the top right next to your name that you would select change your password. To start off, we will select the **Security Questions** option.



The **Security Questions** screen will just prompt you to select 3 questions and to type in answers for each question. Once finished, select **Save**.

A screenshot of the Security Questions form. It contains three questions, each with a dropdown menu for the question and a text input field for the answer. The questions and answers are: Question #1: "In what city was your father born? (Enter full name of city only)" with answer "New York"; Question #2: "What was your favorite place to visit as a child?" with answer "Florida"; Question #3: "What was the name of your first pet?" with answer "Kramer". To the right of the questions is an "Instructions" section. At the bottom of the form are "Cancel" and "Save" buttons.

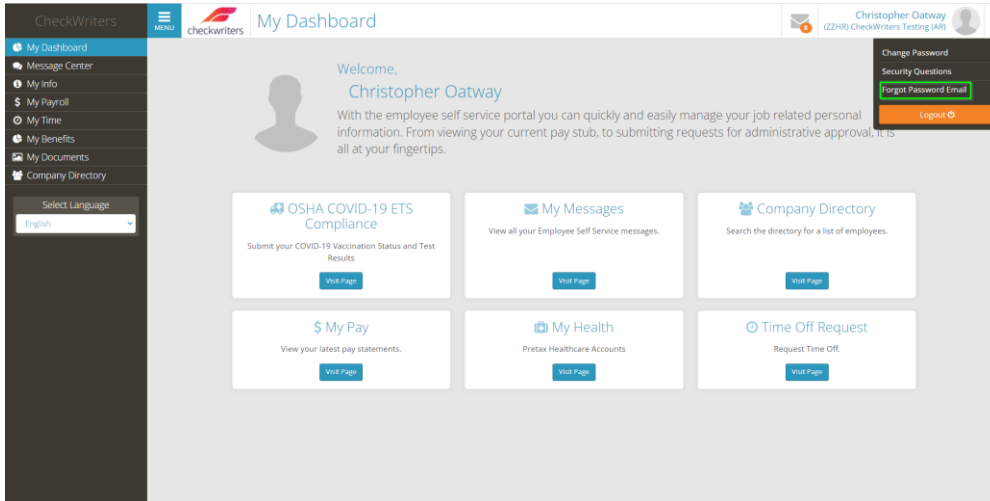
### Instructions

At the time of enrollment you were asked to select three (3) security questions and three (3) answers to those questions.

These security questions are used if you ever forget your password. If you would like to re-set the questions/answers, please do so by completing the form and saving your selections.

✕ Cancel Save

You may also change the email address temporary passwords get sent to by using the **Forgot Password Email** option.



Here, you will see your current forgot password email. You will just need to enter the new email twice and then *Save* to change the email.

Current Email\*

---

New Email\*

Confirm Email\*

**Instructions**  
This email will be used in the event that you need to use the "Forgot Password" option from the user login page.  
This email is only for "Forgot Password" and it will NOT change your contact email or username.