1. Enter your email address at login screen.
2. Enter your password.
3. Click ‘Remember this device’ if you are not using a shared computer, and are on your County/District’s private network.

Note: Check your IT policy before checking the ‘Remember this device’ box.
Security Authentication

4. A 6-digit verification code will be sent to you to confirm your identity. Choose where you want the code to be sent.
Verification Code by Email

5. An email like this one will be sent to the email address entered on the login screen with a 6-digit verification code.

Note: The email will come from no-reply@mail-auth.willistowerswatson.com
Have your IT department mark this email address as a safe email address.
6. Enter the 6-digit verification code you received in your email.

7. If you do not receive an email within 15 minutes, click ‘Resend Code’ or check in your junk folder.
Verification Code by Phone

8. Choose ‘Send Code’ for a text message or, ‘Call Me’ for a phone call, to receive a 6-digit verification code by phone.
Verification by Phone - Text Message

9. Select phone to have a 6-digit verification code sent to you via text SMS message.

(Standard messaging rates may apply.)
Verification by Phone – Text Message (cont’d)

10. Enter the 6-digit verification code you receive via SMS text message.

11. If you do not receive the code, click ‘Resend Code’ button to have the code resent to you.
Verification by Phone – Phone Call

12. Click ‘Call Me’ to receive a verification code via a phone call.

13. Answer the phone call. Follow the automated steps to receive a verification code.

14. Enter the 6-digit verification code you receive to continue to the next step.

(Standard phone call rates may apply.)
Password and Confirmation

15. Enter and confirm new password.

16. Click ‘Submit’.

**Note:** Password must:
- Be at least 8 characters long
- Contain at least 1 uppercase letter
- Contain at least 1 lowercase letter
- Contain at least 1 number
- Contain at least 1 symbol
Login Complete

17. Validation is complete.

18. You will be taken to the Web Admin screen.