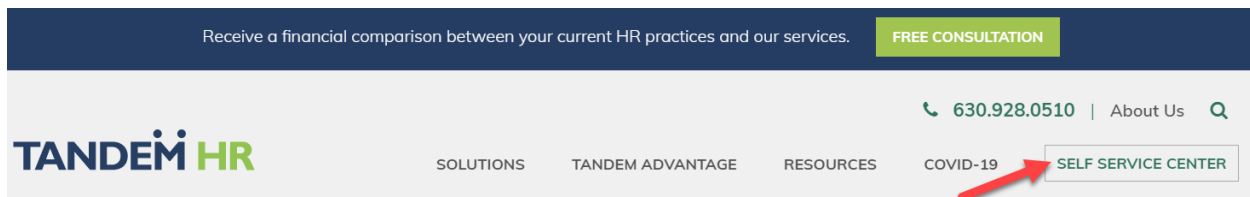


Logging into the Self Service Center Multi Factor Authentication

Tandem HR's Self Service Center (SSC) contains valuable HR, benefits, and payroll information. This online system is available to you anytime, anywhere you have internet access. The first time you visit the SSC, you will need to register to create your account. If you already have an account, skip the registration instructions below and go directly to Multi Factor Authentication.

Registration instructions

1. Visit www.TandemHR.com and click on the Self Service Center button on the upper right-hand side of the home page.



Whenever you login, you may notice important announcements in the gray bar on the SSC page including scheduled maintenance times, W-2 arrivals and other important information.

Click below to enter the Employee or Manager portal.

Employee Login

Manager Login

2. To proceed, click on the Employee Login button.

3. Select "Register" on the bottom right-hand side of the login screen.

The screenshot shows the login and registration page of the Tandem HR website. It features the Tandem HR logo at the top. Below the logo are two input fields for 'Username' and 'Password'. There are two buttons: 'Log In' (blue) and 'Register' (green). A red arrow points to the 'Register' button. Below the buttons are links for 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a 'Language' dropdown menu set to 'English'.

4. The registration page will prompt you to enter the following information:
 - Last name
 - Your Social Security Number
 - Create your own unique username using all lower case letters

- Create a secure password
- Confirm your password

5. Click **REGISTER** and you will be redirected back to the login screen

Multi Factor Authentication

1. After you login with your username and password, a window appears prompting you to send a security code to the email address or a text message to the mobile number listed in your system profile. Please select the option easiest for you to gain the security code.
2. Then press "Send Security Code".
3. Once you have received the security code, enter it into the Security Code box on your screen.

Account Access Confirmation

We do not recognize this computer. You'll need to enter a security code before you can access your account. Please review the contact info we have on file below and select "Send Security Code".

☐ Send email to: n***o@n***o.com

☐ Send SMS/text message to: (1**)***-***4

Message and data rates may apply

Send Security Code

TANDEM HR

Account Access Confirmation

A security code has been sent using the delivery method you selected. If you do not receive a code, click "Resend Code."

Enter Security Code

Submit

[Resend Code](#)

For additional assistance with the Self Service Center contact:

Your Solution Center

Monday – Friday

8:00AM – 5:00PM CST

630-468-9298

YourSolutionCenter@TandemHR.com

Chat live at TandemHR.com

Got a question?