



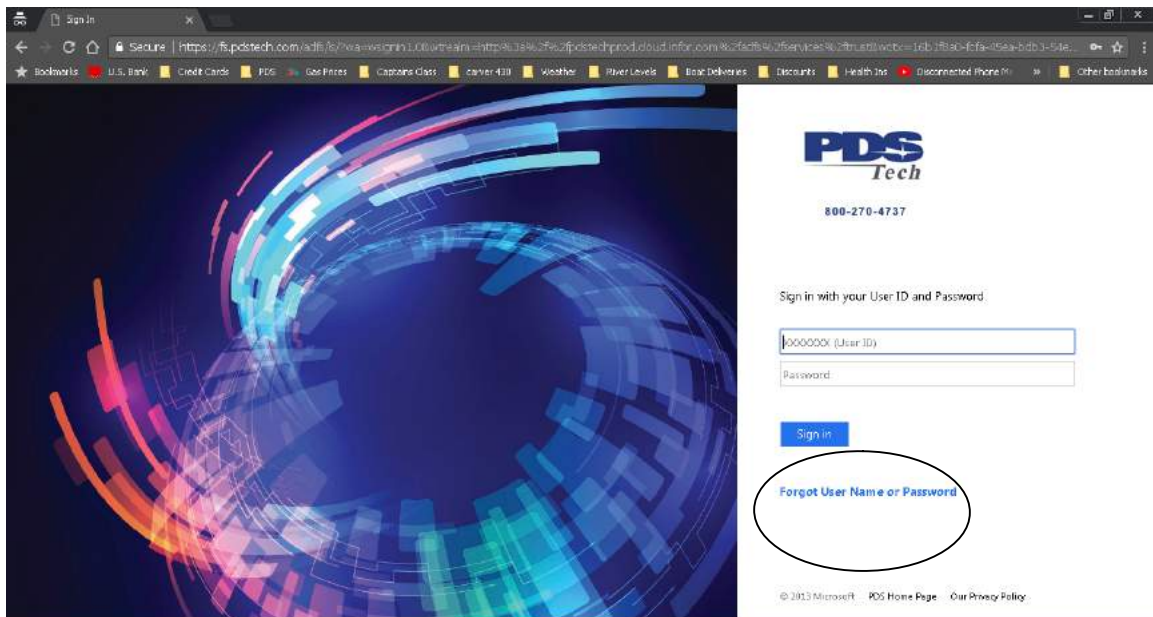
PDS Tech Employee Self Service Portal Password Help

Introduction

The following describes how to reset your password on the PDS Tech Self Service Portal.

Forgotten User Name or Password

If you forgot your User Name or Password you can request your user name and/or a password reset by clicking on the Forgot User name/Password link on the logon screen.



A screen will be displayed reminding you of what your user name and initial password are. If you require the system to give you additional information you may click on the link for the Automatic Reset Password Tool. You must have a valid email address which you have access to use this tool.



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The screenshot shows the 'PDS Self Service Portal' login instructions page. It includes the PDS Tech logo, the title 'PDS Self Service Portal', and a section for 'Login Instructions'. Under 'How to Login:', it provides details for 'User Name' (PDS ID) and 'Password' (month/year of birth and first two characters of last name). A blue box highlights an example: 'For example, if you're Jane Doe born on January 25, 1975, your password would be 011975Doe'. A link for 'Automatic Reset Password' is circled in blue.

PDS Self Service Portal

Login Instructions

How to Login:

User Name: Enter your PDS ID as your user name (e.g., 123456). Your user name is your PDS ID which was emailed to you shortly after you were hired. It may also be found on your paycheck in box labeled PDS ID. If you are having difficulty finding your PDS ID please contact your Recruiter in the office you were hired.

Password: If you have not changed your password it will be the month and year of your birthday. Enter the month (two digit month) and year (four digit year) of your date of birth and the first two characters of your last name. **For example, if you're Jane Doe born on January 25, 1975, your password would be 011975Doe.** Note, the last two characters of your last name always begin with a capital letter.

If you have already logged on and changed your password, use the password that you selected.

If you Forgot your User Name or password?:
Please use our [Automatic Reset Password](#) Tool.

The screenshot shows the 'Employee Self Service Portal Password Reset' form. It features the PDS Tech logo and a title. There are two radio buttons: 'Username' and 'Password'. A blue box contains instructions: 'You are required to supply all the information below for automated password assistance. If you are unable to complete the form below you should contact your branch office for assistance.' Below this are input fields for 'Last Name', 'Social Security Number', and 'Zip Code (5 digit)', followed by a 'Continue' button.

PDS Tech

Employee Self Service Portal Password Reset

I Forgot My Username Password

You are required to supply all the information below for automated password assistance. If you are unable to complete the form below you should contact your branch office for assistance.

Last Name:

Social Security Number:

Zip Code (5 digit):

Forgot User Name

If you have forgotten your user name, select the **Forgot User Name** radio button and fill in the requested information on the screen. Click on button and the system will email you your User Name and logon instructions.



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Forgot Password

If you forgot your password, select the Forgot Password Radio button and fill in the required information. Click on the and the system will reset your password and email you instructions for logging on.

Your Request was accepted. You will receive further instructions in an email sent to mha[]h.com

The system will notify you of the email address it is sending the instructions. If the email address is invalid you must contact your PDS representative and have them correct your email before using the automatic password reset feature.