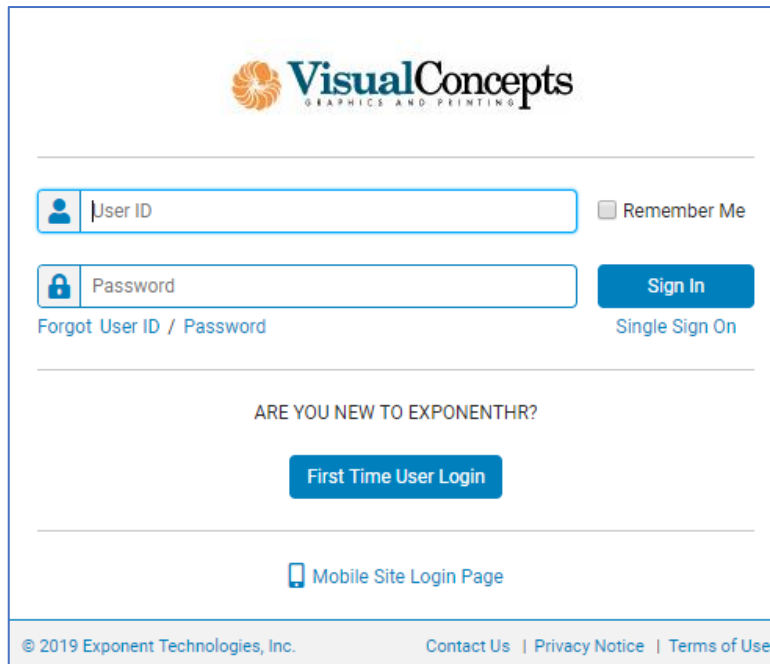## What is ExponentHR?

ExponentHR is a single-source HCM system that powers your team with HR, payroll, benefit enrollment, time reporting, time off tracking, expense reimbursement and much more! To explore and take advantage of all the online capabilities, you will first need to create your login credentials.
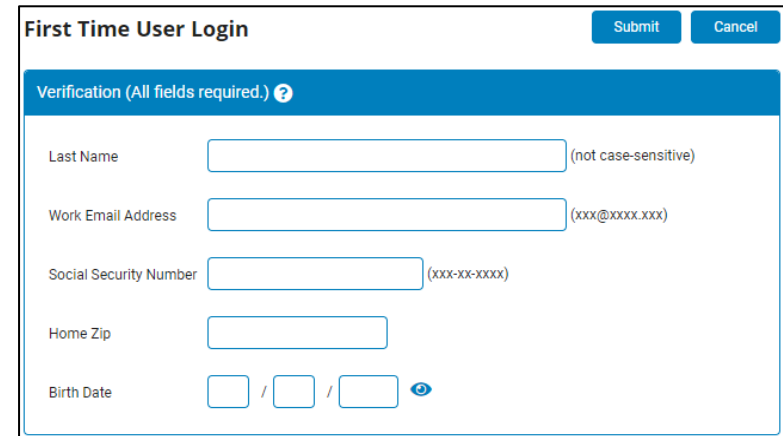
How Do I Access the First Time User Set Up Option?

- Using your internet browser, navigate to**: www.ExponentHR.com** and click the Login Button in the right-hand corner.

- Select the **First Time User Login** option.

Result: The screen refreshes with the First Time User set up window where you confirm your identity and proceed to create your unique User ID and Password for the ExponentHR website.

What Information is Needed to Complete First Time User Login?

- To complete the First Time User Login, fill out the fields as shown above. If you do not have a work email address, leave that field blank.

- Your employee personal record contains this information and by entering it into the fields, the system is confirming your identity before proceeding to the next step.

  Note: The information entered in First Time User Login page must be identical to your employee personal record. If you are entering your information correctly, but cannot advance to the next step, please contact your internal HR department or ExponentHR Service Group to verify your information in the system.

How do I Create my Unique User ID and Password?

- After successfully confirming your identity you will be prompted to create your Security Question, unique User ID and strong Password.

  Note: The Security Question will be used if you forget your User ID / Password in the future or you access ExponentHR from an unknown device. Your User ID and Password must meet your organization's login credential guideline settings.

- Once your login credentials have been created, you may proceed to login to the ExponentHR website to take advantage of the system.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.