

How-to setup your Sodexo account for SmartPay

Prior to accessing the new SmartPay system apps (UKG Pro and SuccessFactors), you'll require:

- A. Your Sodexo email address and first-time password
- B. Your first-time password to be **updated** to complete your Sodexo account setup
- C. Setup of Multi Factor Authentication (MFA) which is covered in QRG: 'How to set up MFA with Microsoft MySign-Ins portal for SmartPay apps'
MFA is extra protection for your Sodexo account, needing you to enter a one-time passcode (via SMS), after entering your username and password.
- D. Your Manager's exact confirmation of when you can login and begin using the SmartPay apps.

Before you begin: Have your Sodexo email address and first-time password on-hand as shared from your Manager, who will also be able to assist if you need further assistance.

Update first-time password

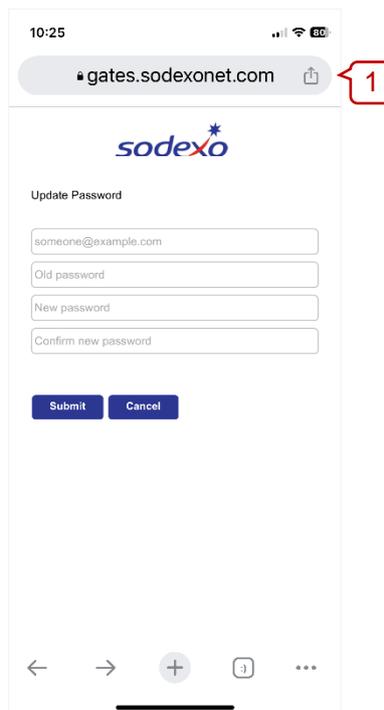
1. Using your mobile device, scan the following QR code:



Or tap the URL below:

gates.sodexonet.com/adfs/portal/updatepassword

If that doesn't work, type the URL above into your browser.



SmartPay Training

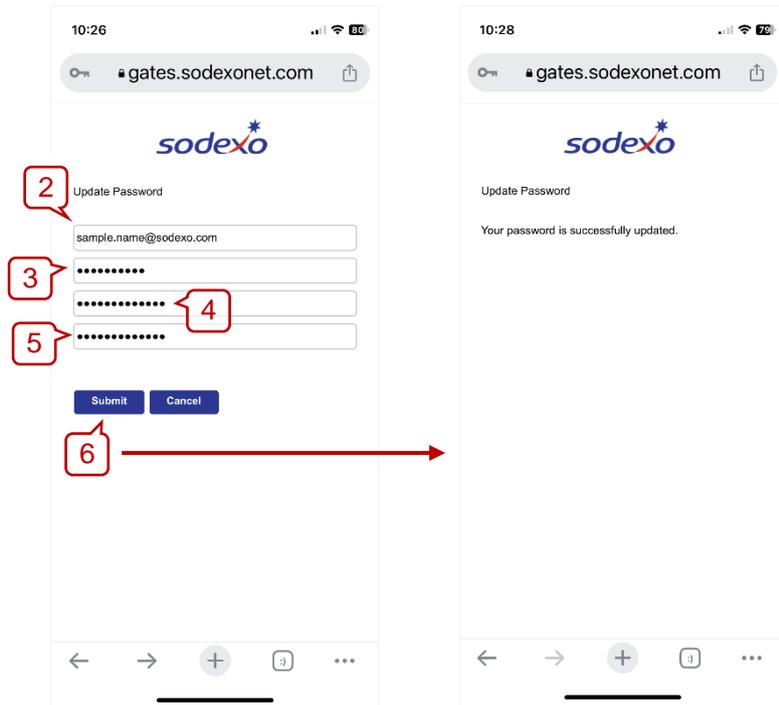
2. Enter your Sodexo **email address**.
3. Enter your first-time password into **Old password**.
4. Enter your **New password**.

Passwords must contain at least:

- 14 characters
- 1 UPPERCASE letter,
- 1 lowercase letter,
- 1 numeric, and
- 1 special character (i.e. # ! @ %)

Passwords cannot contain your name nor the word Sodexo.

5. Enter the same password into **Confirm new password**.
6. Click **Submit** and your password change is confirmed.



The image shows two screenshots of the Sodexo mobile app interface. The left screenshot, taken at 10:26, displays the 'Update Password' screen. It features the Sodexo logo at the top, followed by the text 'Update Password'. Below this, there are three input fields: the first contains the email address 'sample.name@sodexo.com', the second is for the 'Old password' (masked with dots), and the third is for the 'New password' (also masked with dots). A 'Submit' button and a 'Cancel' button are located below the input fields. Red callout boxes with numbers 2, 3, 4, and 5 point to the email field, the old password field, the new password field, and the 'Submit' button, respectively. The right screenshot, taken at 10:28, shows the same screen after the password has been updated. The text 'Update Password' is still present, but the message 'Your password is successfully updated.' is displayed below it. A red callout box with the number 6 points to the 'Submit' button, with an arrow indicating the transition from the left screenshot to this one.

Next steps:

7. Set up MFA using Microsoft MySign-Ins portal. Refer to QRG: 'How to set up MFA with Microsoft MySign-Ins portal for SmartPay apps', then
8. Wait to be advised when you are ready to login to your SmartPay apps (as per Point D originally mentioned).

Note:

SITE: Locate the employee's first-time username and password as received via email from IT.