

## How-to setup your Sodexo account for SmartPay

Prior to accessing the new SmartPay system apps (UKG Dimensions 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 Okta 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

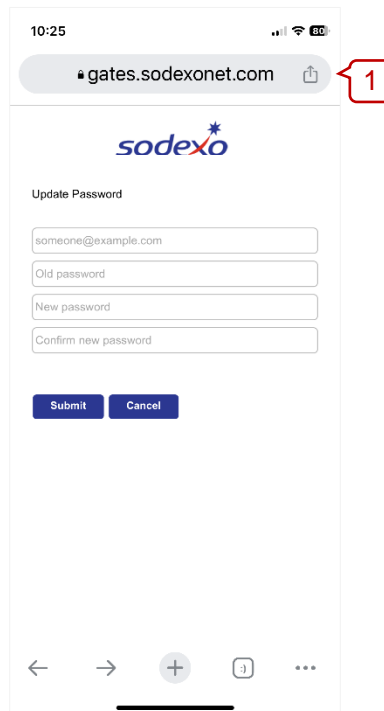
1. Using your mobile device, scan the following QR code:



Or tap the URL below:

[gates.sodexonet.com/adfs/portal/updatepassword](https://gates.sodexonet.com/adfs/portal/updatepassword)

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



## SmartPay Training

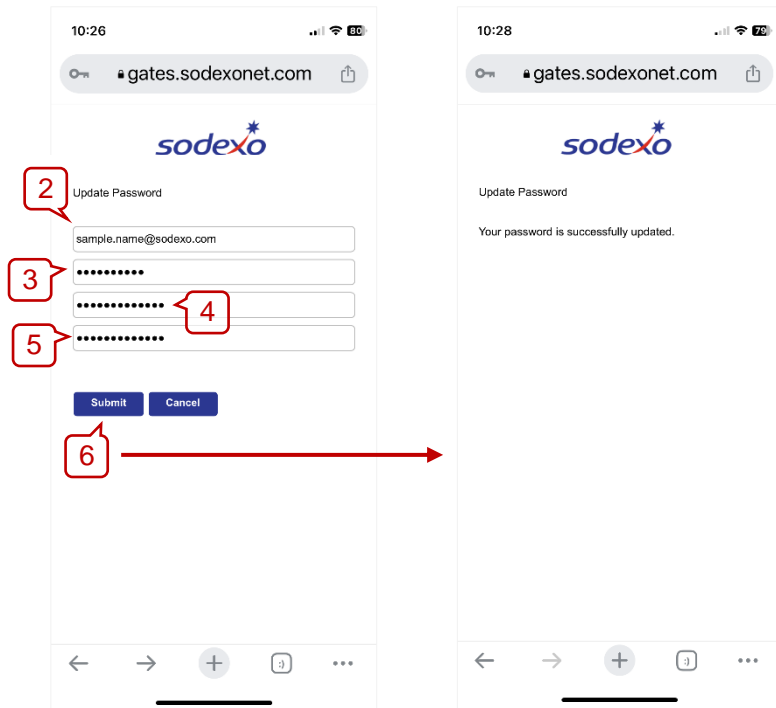
2. Enter your Sodexo **email address**.
3. Enter your first-time password into **Old password**.
4. Enter your **New password**.

*Passwords must contain at least:*

- 8 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 a mobile app interface for updating a password. The left screenshot, taken at 10:26, displays the 'Update Password' form on the website gates.sodexonet.com. It features three input fields: the first for the email address (pre-filled with 'sample.name@sodexo.com'), the second for the 'Old password', and the third for the 'New password'. Below these fields are 'Submit' and 'Cancel' buttons. Red callout boxes with numbers 2 through 6 are overlaid on the form: 2 points to the email field, 3 to the old password field, 4 to the new password field, 5 to the confirm password field, and 6 to the 'Submit' button. A red arrow points from the 'Submit' button to the right screenshot. The right screenshot, taken at 10:28, shows the same page after the password has been updated, displaying the message 'Your password is successfully updated.' and the Sodexo logo.

### Next steps:

7. Set up MFA using OKTA. Refer to QRG: 'How to set up MFA with Okta 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:

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