

This Quick Guide illustrates how to:

- Complete the initial myBBSI login with authentication
- Set up Authentication Settings
 - Authenticator
 - Phone
 - Passkey

Welcome to myBBSI

Innovative, intuitive and integrated technology solutions to improve efficiency and productivity in your business.

Email Address *

cestrada@maildrop.cc

Continue

Agree to the [Terms of Service](#), [Privacy Policy](#)


1 From the homepage of myBBSI you will be prompted to Login.

We've sent a message containing a 6-digit code to cae*****@gma*.com

Enter it below

Send again

2 Enter the code sent to your email.

 **NOTE:** Users will continue to enter their password after authentication set up is complete. The authentication prompt will take place after user has entered their email address and password.

Identity Verification

MFA Email or Phone Number *

Continue

3 Enter MFA email or Phone Number associated.

Set Password

Password *

Your password must have at least:


- Minimum 12 characters
- Password strength

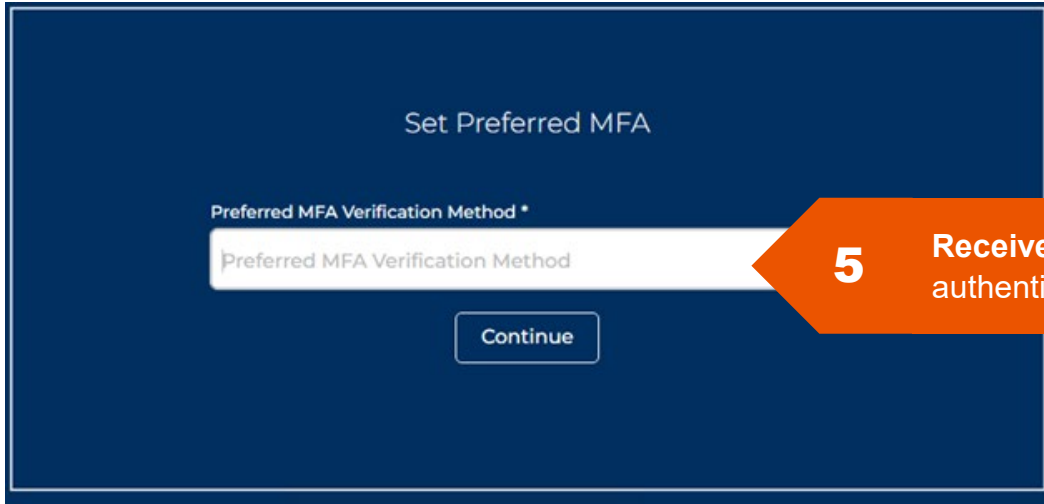
Confirm password *

Do not use your last 5 passwords.
Easy to remember, hard to crack.
Don't use a common password.
Don't use a single dictionary word, or a name.
Random combinations of words are good.
Don't include personal information.
Longer is better. 16-20 characters is ideal.
Use a mixture of upper case, lower case, numeric and symbolic characters.

Continue

4 Create a new password.

 **NOTE:** System will identify if the password being created has appeared in a public data breach. If so, you will be required to use a different password.



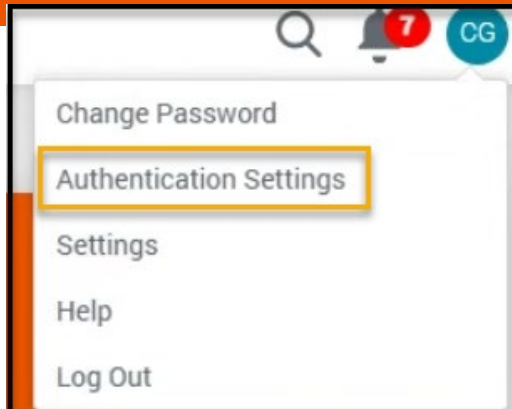
5 Receive confirmation of initial authentication completed.



6 Select the Authenticator of choice.



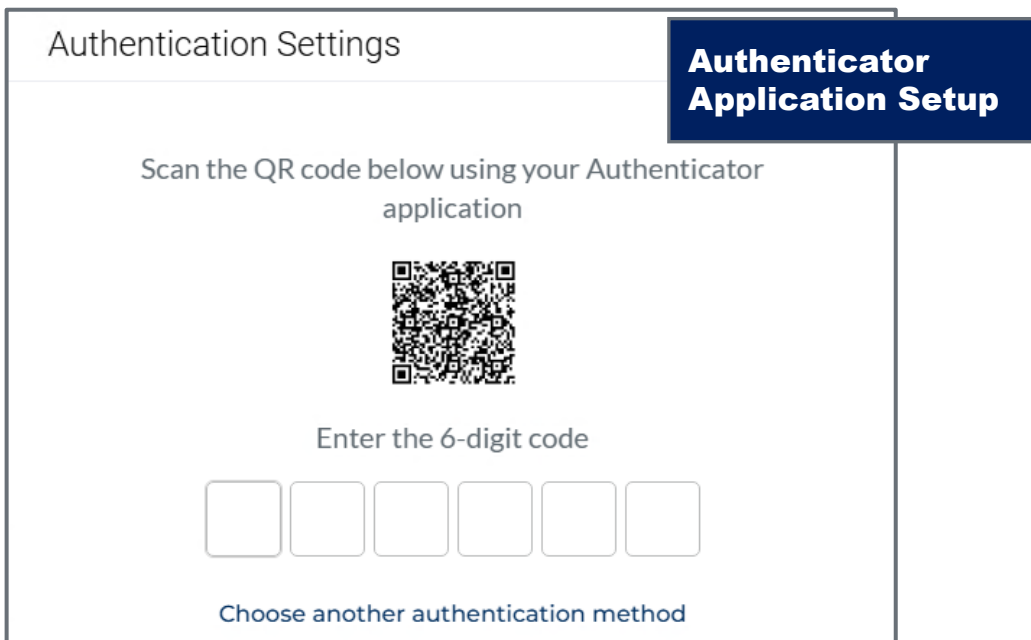
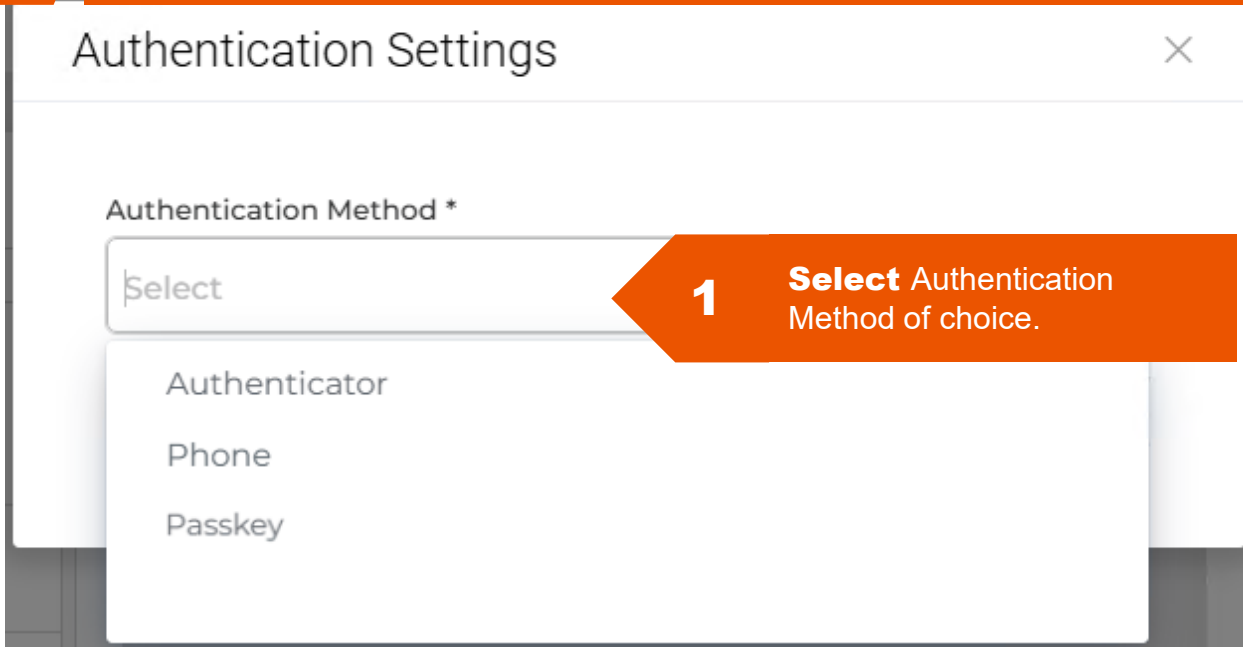
NOTE: Under your user profile in myBBSI, select authentication methods. You will be asked for a one-time code and can then add additional authenticators or update current information.



Authenticator Options

1. Authenticator App
2. Phone
3. Passkey

NOTE: The following pages show you the Settings and views of each Authenticator Option you can choose from.



NOTE: Each Authentication Option has a different view and setup method to complete.

Phone Authentication Setup

Authentication Settings

Phone

+1 Phone

Continue

Authentication Settings

We've sent a message containing a 6-digit code to
+171***78192

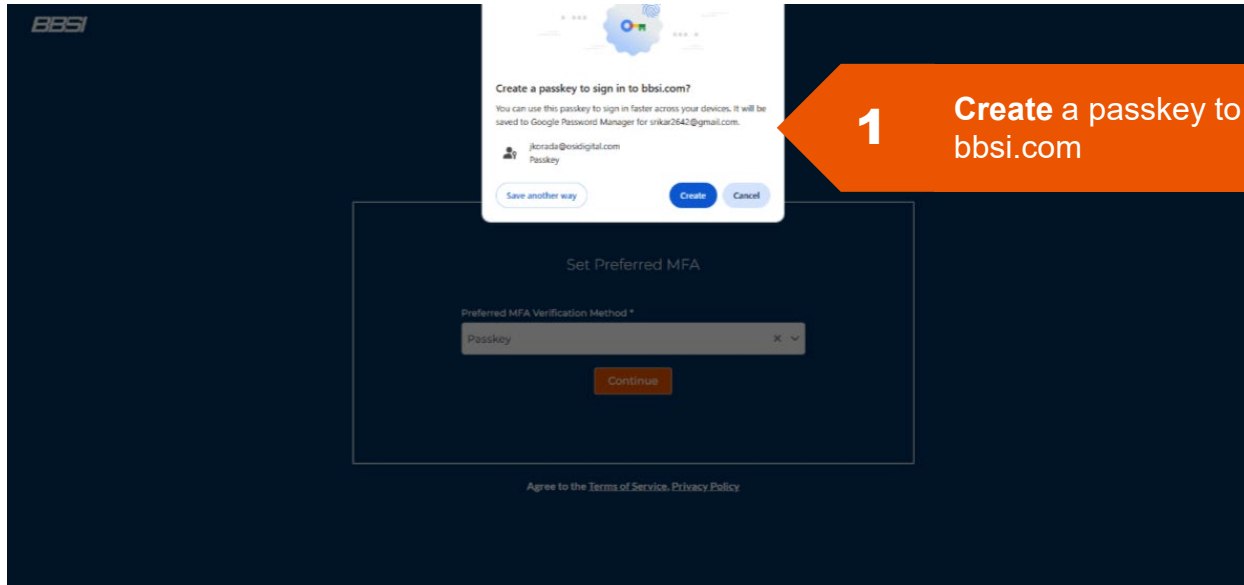
Enter Code

|

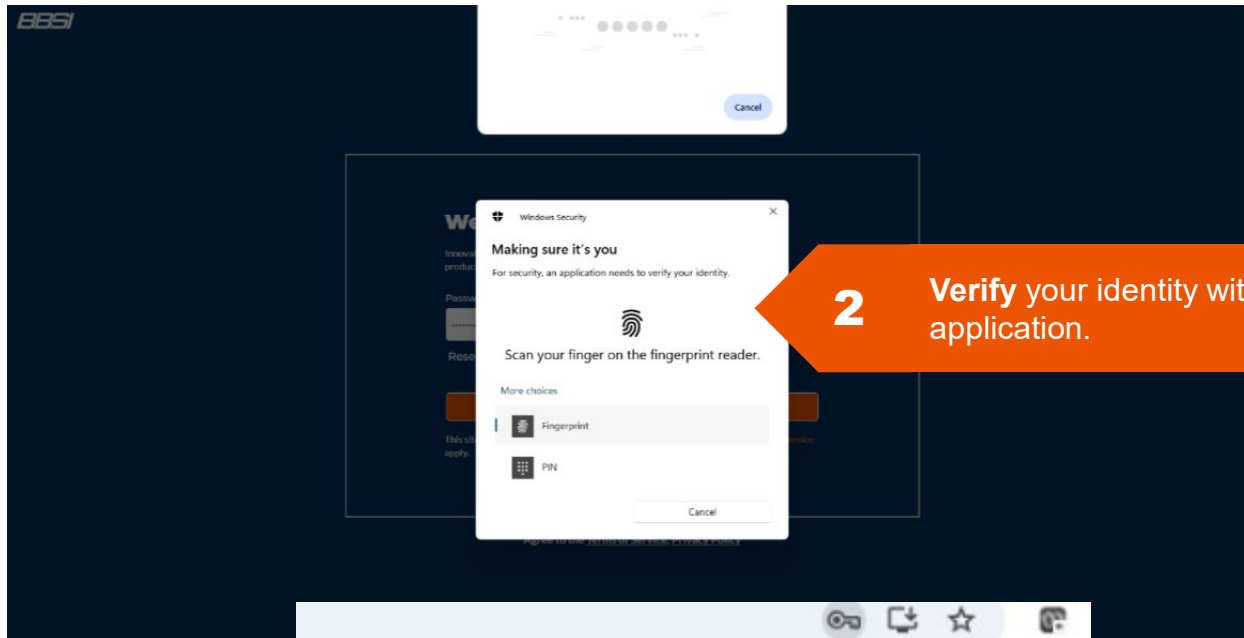
[Send again](#)

[Choose another authentication method](#)

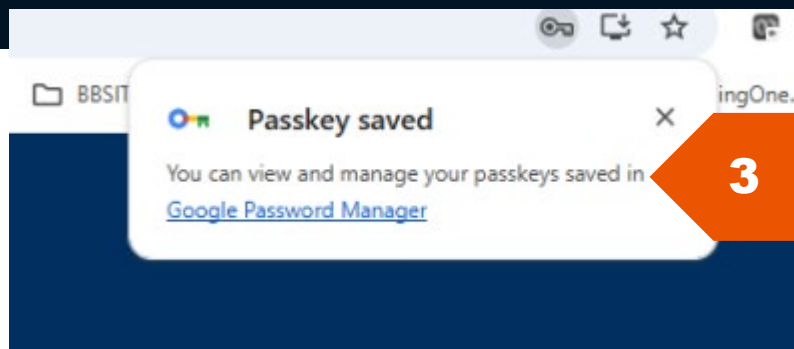
Paskey Authentication Setup



1 Create a passkey to sign into bbsi.com



2 Verify your identity with an application.



3 Receive confirmation that Paskey is saved.

Accessing Confidential Information within myBBSI

1. When accessing confidential information such as banking and social security numbers, the Step-up verification is required.
2. Two-Factor Authentication will automatically generate.
3. Navigate to email to access enchanted link email.
4. Within the email received, select the link affiliated with the Two-Factor Authentication number located in myBBSI.
5. Once verified successfully, can proceed to edit.

The screenshot illustrates the process of accessing confidential information in the myBBSI system. It shows the 'Employee Management' interface with a user profile for 'CJ'. The 'Pay & Deductions' tab is selected. A 'Two-Factor Authentication' dialog box is overlaid on the screen, showing a 'Verification Method *' dropdown menu and a 'Continue' button. A second 'Two-Factor Authentication' dialog box is also shown, displaying a verification link sent to 'cyn*****@bbs***.com' and a number '66' in a progress bar, with a 'Send again' button. The number '66' is highlighted with an orange arrow labeled '3'.