BLUETRITON ACCOUNT ACTIVATION

A Quick Reference Guide designed for BlueTriton Brands

This guide includes instructions for:

- o   Account Activation on a desktop

- o   Logging into SuccessFactors for the first time

- o   Setting up your SuccessFactors password

- o   Configuring Multi-Factor Authentication

BLUETRITON ACCOUNT ACTIVATION_____

Note: To complete this process, you will need to know your **employee ID, last 6 digits of your social security number** and have an **accessible mobile device** that can receive text security codes for account verification.
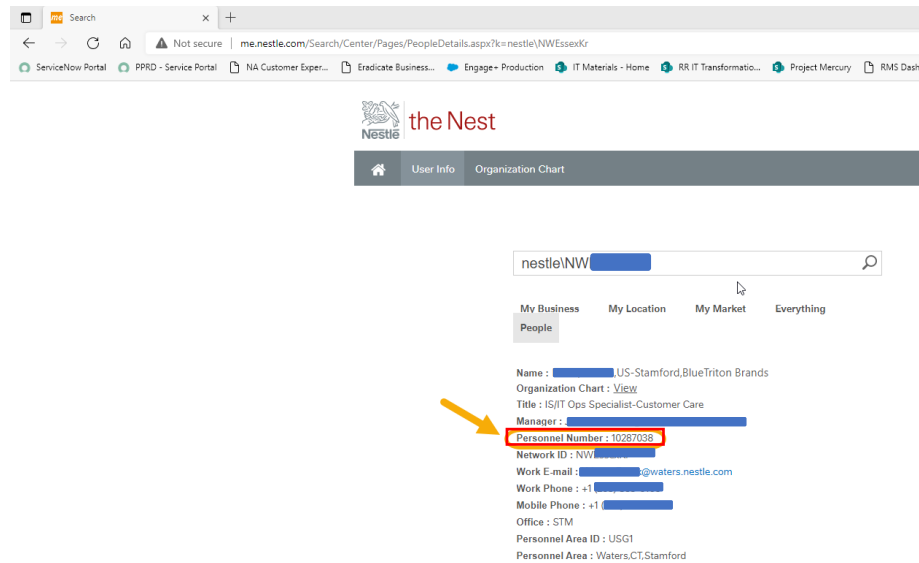
Employee ID – If you do not know your Employee ID or need help locating it please follow the instructions below:

Find Employee ID on your paycheck. You can also find it in the Nestle system following the steps below.

    a. Navigate to the Nestle system using this link: http://thenest-ams-nwna.nestle.com/Pages/default.aspx

    b. On the right side of the screen, click on your name under My Profile
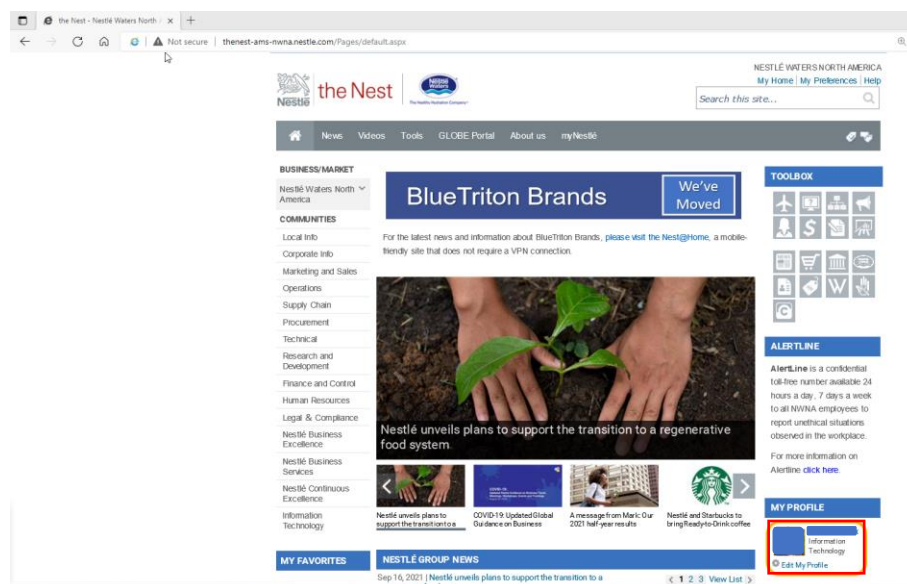
    c. Your Personnel Number (or Employee ID) is listed in your profile.

Instructions to Activate Start Here!

1. Locate on your desktop screen the following icon. Click on the icon and proceed to step 4. If you are <u>unable to locate this icon</u>, please complete steps 2 and 3.


2. Open an Incognito or InPrivate browser window
   a. When using Microsoft Edge on your laptop or desktop
      i. Click the triple dot icon in the upper right of the browser
   ii. Select 'New InPrivate Window' from the drop-down menu
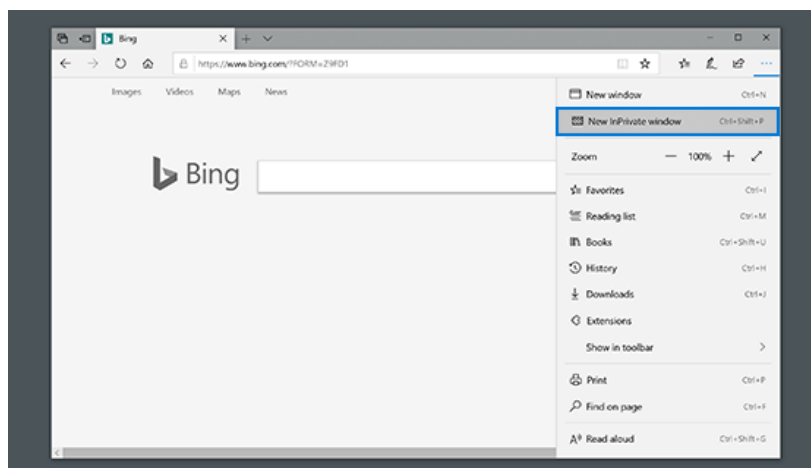
b. When using Android Devices
    i. Navigate to the Google Chrome icon (screen may vary depending on device)
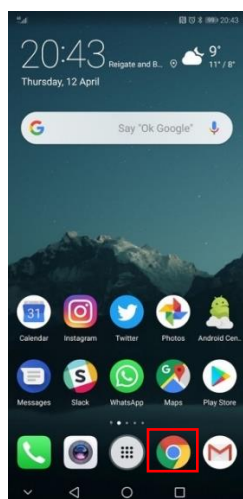
    ii. Click the triple dot icon the upper right of the browser
   iii. Click 'New Incognito tab'
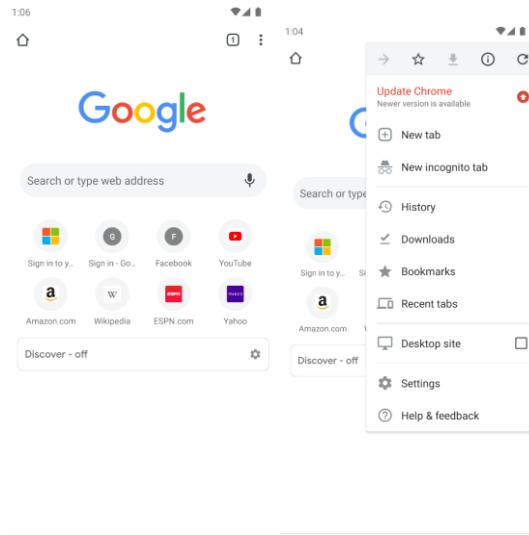
c. When using iPhones
   i. Navigate to the Safari icon
   ii. Click the New Tab icon in the lower right of the browser
   iii. Click the 'Start Page' text at the bottom of the browser
   iv. Click 'Private'
   v. Click the plus sign in the lower left of the browser
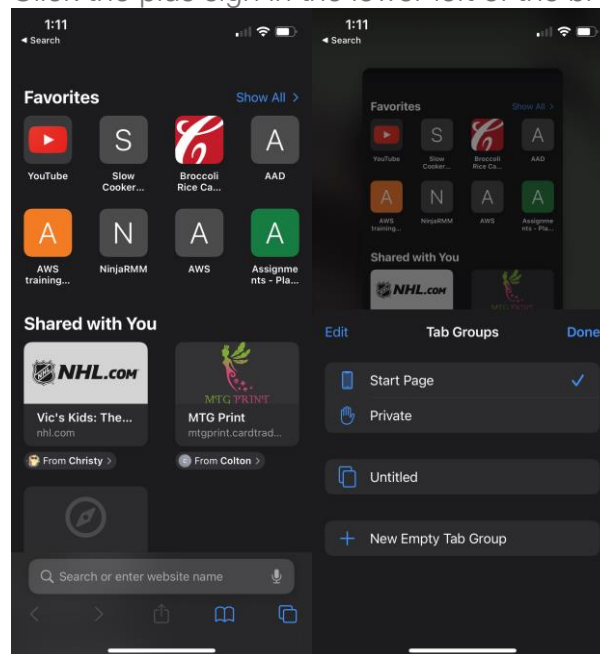
3. In your private/incognito browser navigate to associate.btbsuccessfactors.com. You will see a sign in screen.
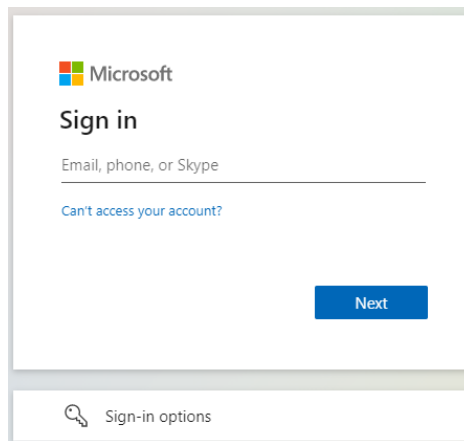
4. Enter your Employee/Personnel Number (as identified at the beginning) followed by @bluetriton.com to sign in. (Example: 11111111@bluetriton.com).
    **If your Employee/Personnel Number contains a leading zero, remove the leading zero and begin your Employee/Personnel Number with the number immediately following the zero.
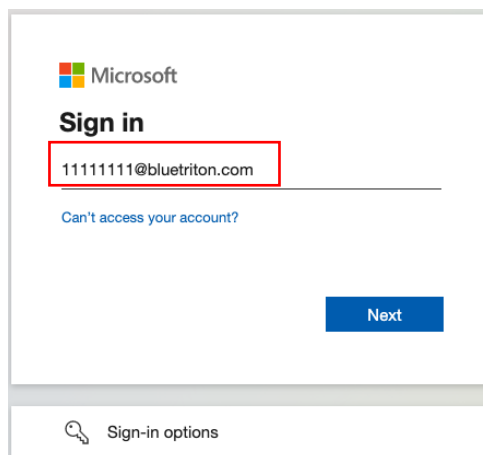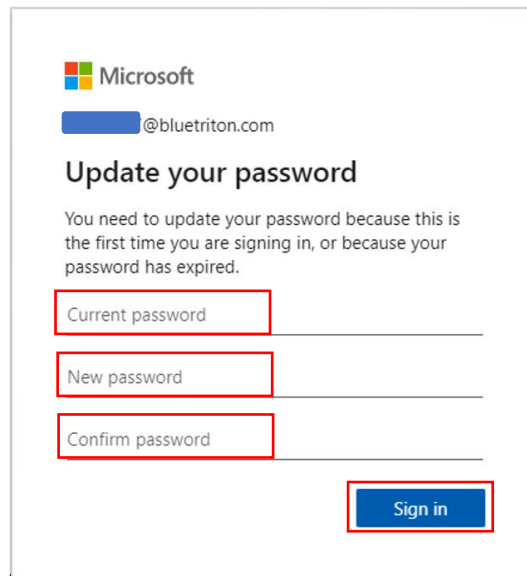
5. For your initial login, **your temporary/default password** will use the following format:

Capitalized first initial of your legal first name + Capitalized first initial of your legal last name + Date of birth (in mmddyyyy format) + Last 6 numbers of your Social Security Number

Example, John Smith, born January 1st, 1975 with the last 6 digits of his social security number ending in 885555 will have the password 'JS01011975885555'

6. You will then be prompted to **create a new password**. BTB password policy requires the following:
- Minimum of 8 characters
- A mix of capital and lowercase letters
- At least one number
- At least one special character (!,@,#,$,%,^,&,*)
- NOTE: You cannot use any part of your name in your password

a. **Enter your temporary/default (current) password**, **your new password**, and **confirm your new password**. When done, click Sign in.
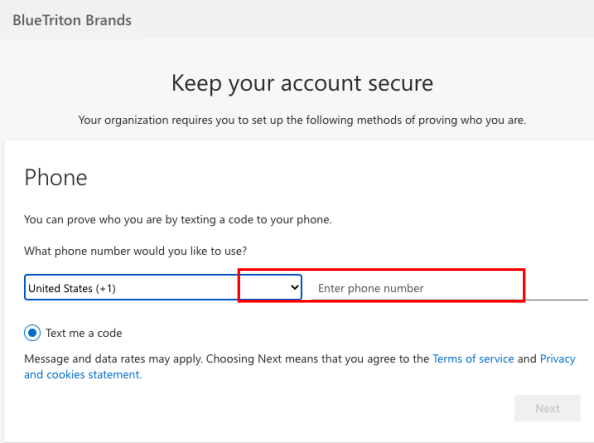
7. To provide security on your account, please enter a personal mobile number that can be used to text security codes for account verification.
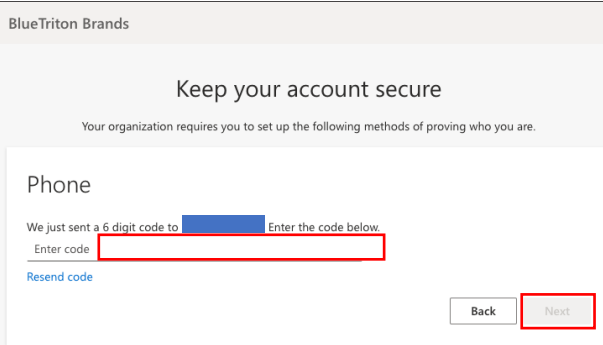
8. Confirm your account now by entering the 6-digit code sent to the phone number provided. When complete, the Next button will be available. Click Next.
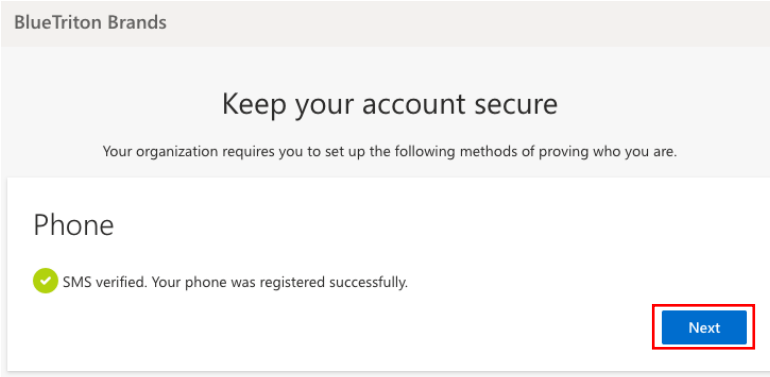
9. You will receive the follow message that you have setup your SMS. Click Next.

10. Click done to move back into your new SuccessFactors account.
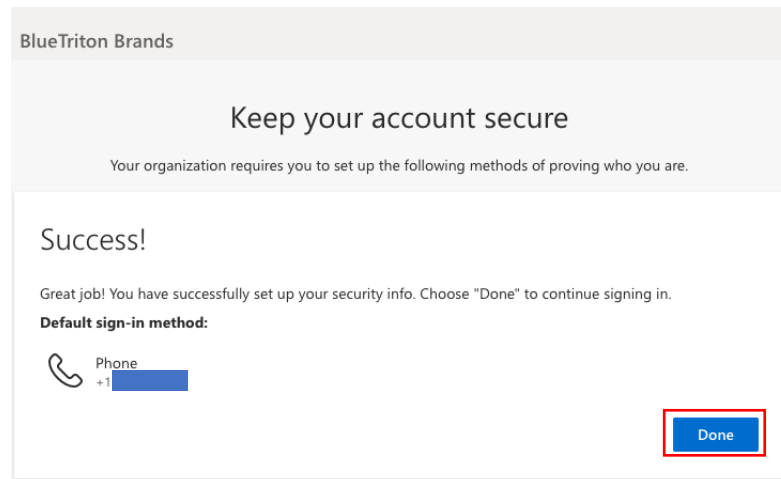
11. Select 'Yes' to stay signed in to reduce the number of times you are asked to verify the account.
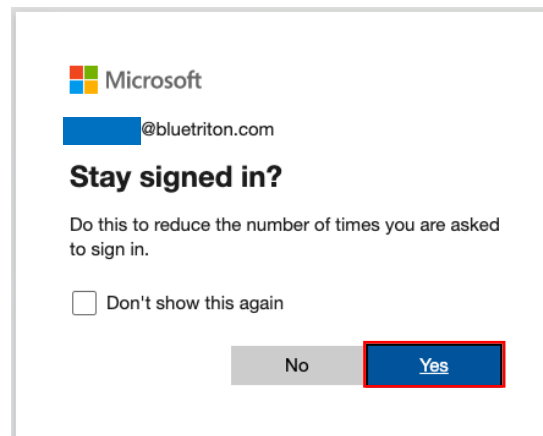
12. **Welcome to SuccessFactors!** When you've successfully logged in you should see the screen below. Ensure you keep your new password in a safe place as you'll need it to login during Annual Benefits Enrollment starting on November 9th.

BlueTriton Account Activation
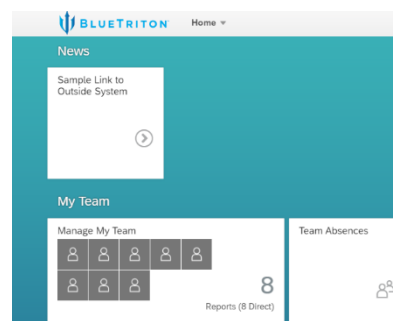
Still need help?

? Reference our FAQs document

👥 Reach out to your designated Change Agent or HRBP

📞 1-855-282-2583 (BLUE)

✉ HRHelp@aspirehr.com