

BLUETRITON ACCOUNT ACTIVATION

A Quick Reference Guide designed for BlueTriton Brands

This guide includes instructions for:

- Account Activation on a desktop
- Logging into SuccessFactors for the first time
- Setting up your SuccessFactors password
- Configuring Multi-Factor Authentication

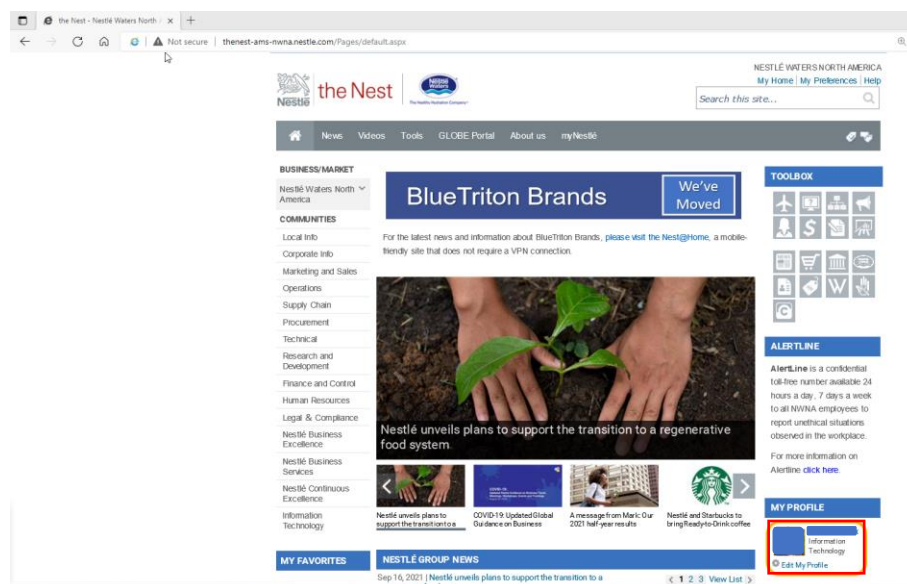
BLUETRITON ACCOUNT ACTIVATION

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.

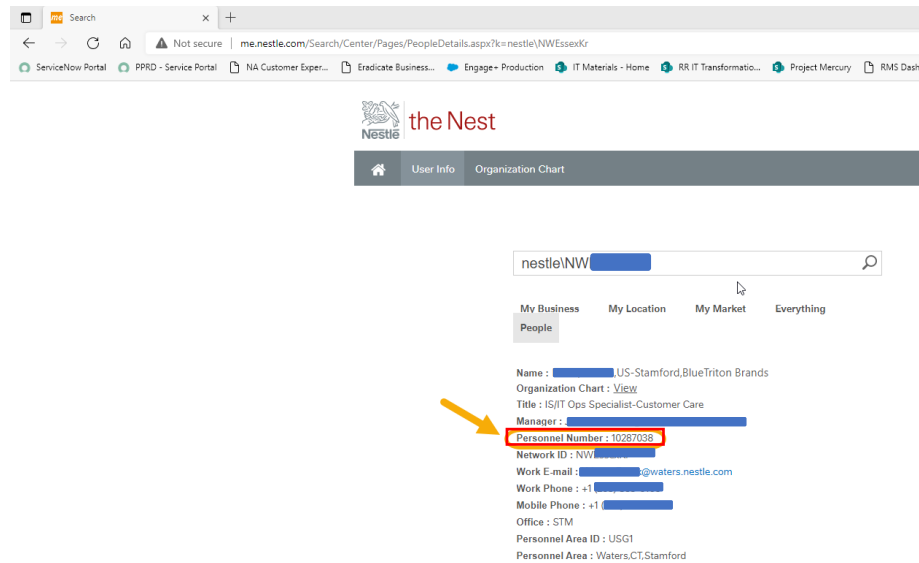
Employee ID – If you do not know your Employee ID or need help locating it please follow the instructions below:

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

- Navigate to the Nestle system using this link: <http://thenest-ams-wna.nestle.com/Pages/default.aspx>
- On the right side of the screen, click on your name under My Profile



- Your Personnel Number (or Employee ID) is listed in your profile.



me.nestle.com/Search/Center/Pages/PeopleDetails.aspx?k=nestle\NWEssexK

the Nest

User Info Organization Chart

nestle\NW

My Business My Location My Market Everything

People

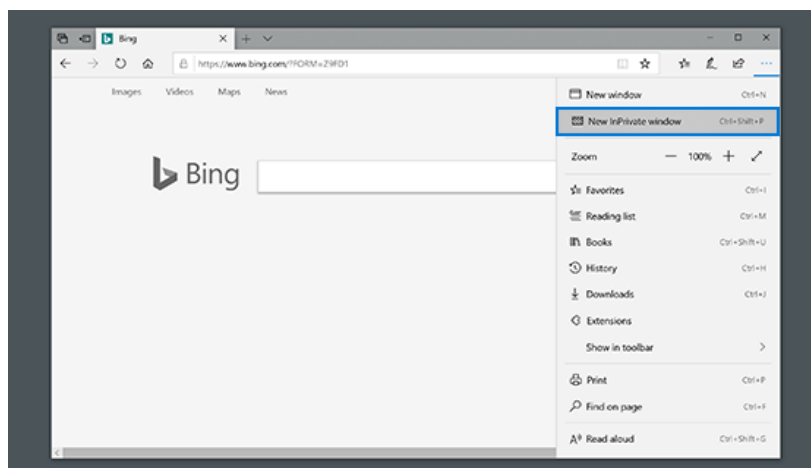
Name : [redacted] US-Stamford,BlueTriton Brands
Organization Chart : [View](#)
Title : IS/IT Ops Specialist-Customer Care
Manager : [redacted]
Personnel Number : 10267038
Network ID : NW-[redacted]
Work E-mail : [redacted]@waters.nestle.com
Work Phone : +1 [redacted]
Mobile Phone : +1 [redacted]
Office : STM
Personnel Area ID : USG1
Personnel Area : Waters,CT,Stamford

Instructions to Activate Start Here!

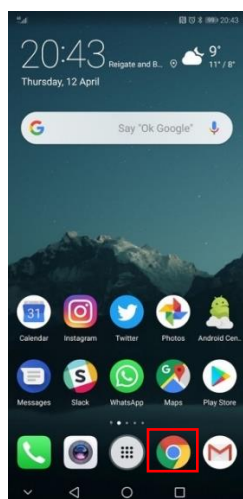
1. Locate on your desktop screen the following icon. **Click on the icon and proceed to step 4.** If you are unable to locate this icon, please complete steps 2 and 3.



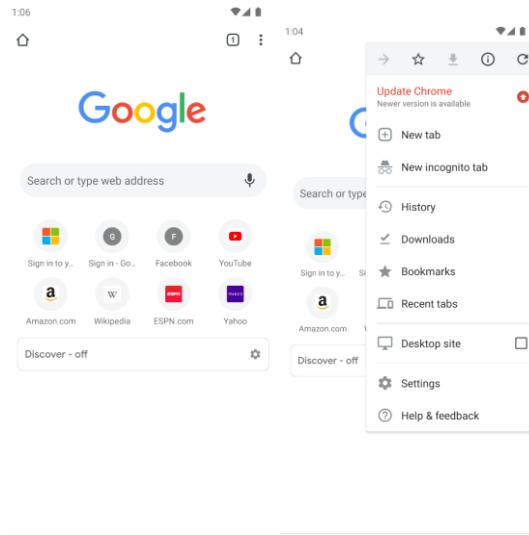
2. Open an Incognito or InPrivate browser window
 - a. When using Microsoft Edge on your laptop or desktop
 - i. Click the triple dot icon in the upper right of the browser
 - ii. Select 'New InPrivate Window' from the drop-down menu



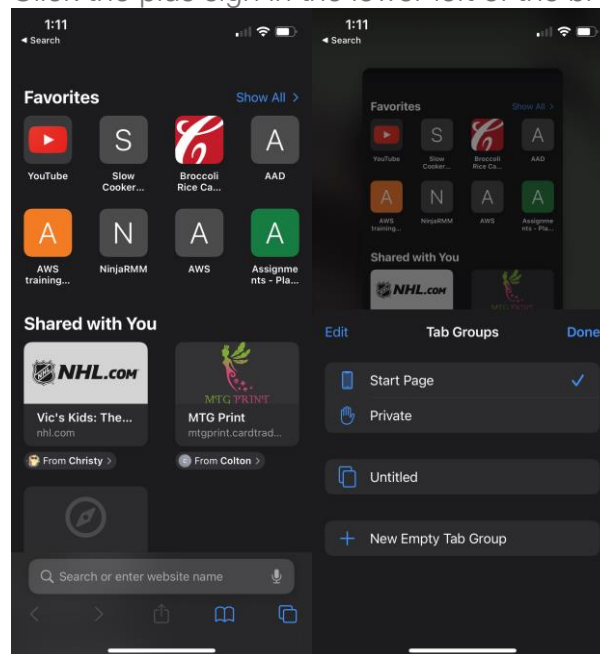
- b. When using Android Devices
 - i. Navigate to the Google Chrome icon (screen may vary depending on device)



- ii. Click the triple dot icon the upper right of the browser
 - iii. Click 'New Incognito tab'

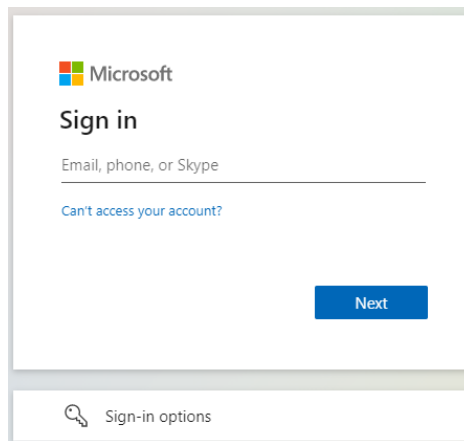


- c. When using iPhones
 - i. Navigate to the Safari icon
 - ii. Click the New Tab icon in the lower right of the browser
 - iii. Click the 'Start Page' text at the bottom of the browser
 - iv. Click 'Private'
 - v. Click the plus sign in the lower left of the browser

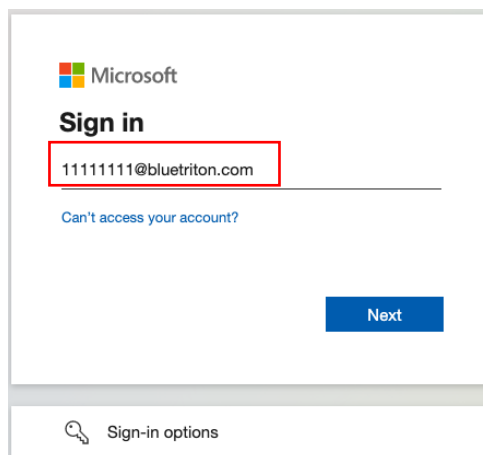




3. In your private/incognito browser navigate to associate.btbsuccessfactors.com. You will see a sign in screen.



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.



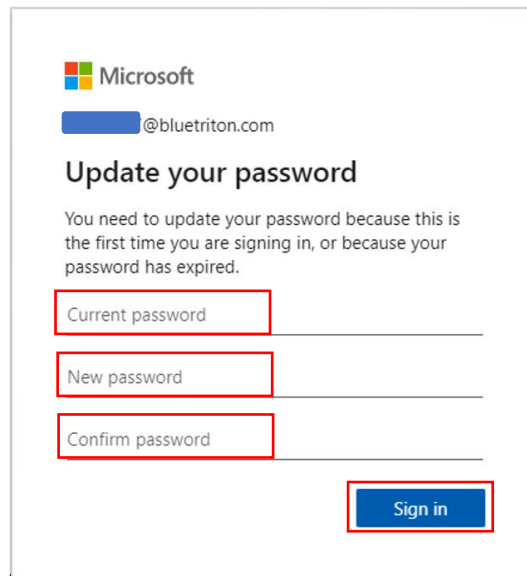
5. For your initial login, **your temporary/default password** will use the following format:

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.



Microsoft

@bluetriton.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

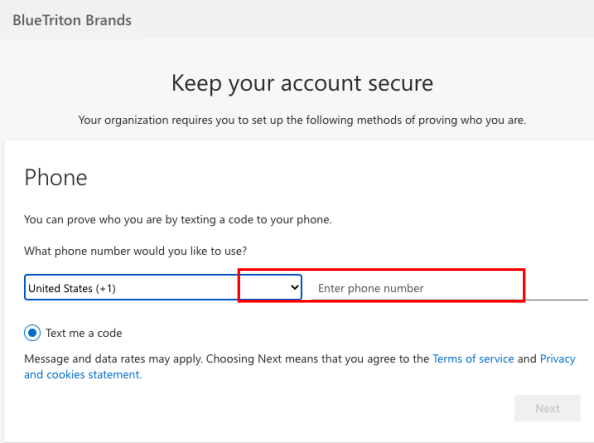
Current password

New password

Confirm password

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.



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Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

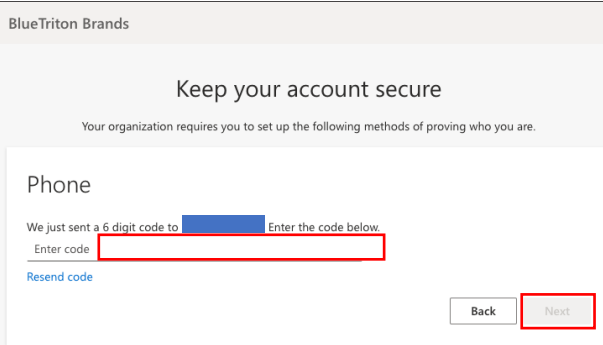
United States (+1)

Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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.



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Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

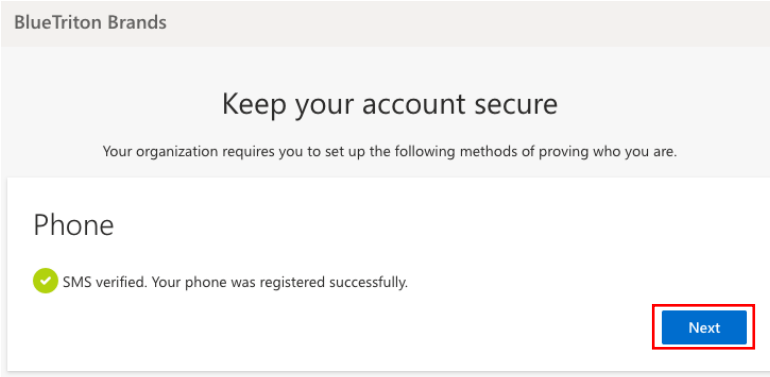
We just sent a 6 digit code to Enter the code below.

Enter code

[Resend code](#)

Back Next

9. You will receive the follow message that you have setup your SMS. Click Next.



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Keep your account secure

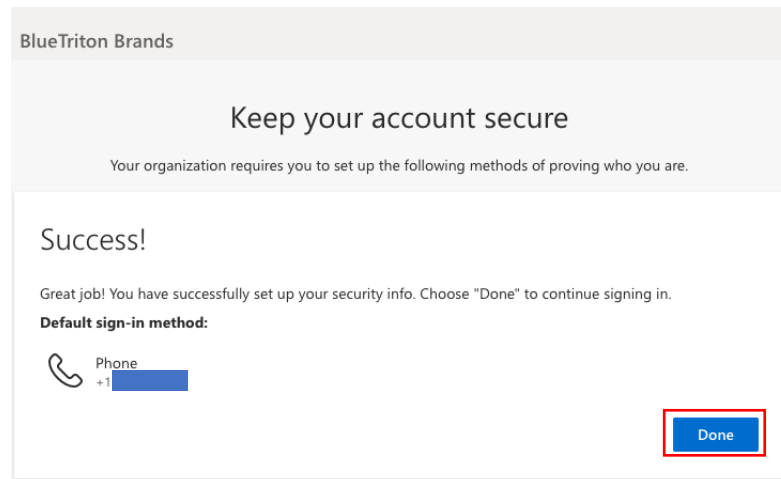
Your organization requires you to set up the following methods of proving who you are.

Phone

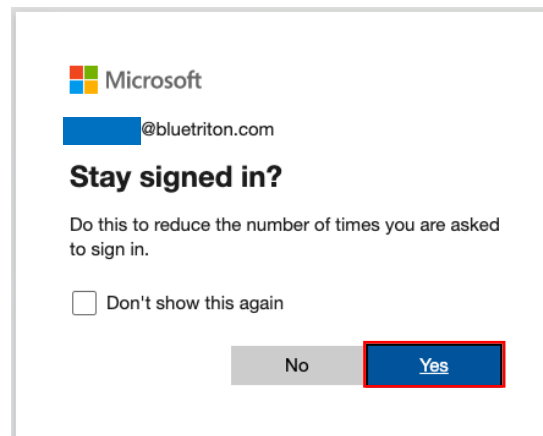
SMS verified. Your phone was registered successfully.

Next

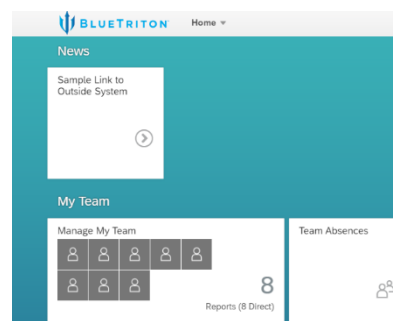
10. Click done to move back into your new SuccessFactors account.



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.



Still need help?

🔍 Reference our FAQs document

👥 Reach out to your designated Change Agent or HRBP

☎️ 1-855-282-2583 (BLUE)

✉️ HRHelp@aspirehr.com