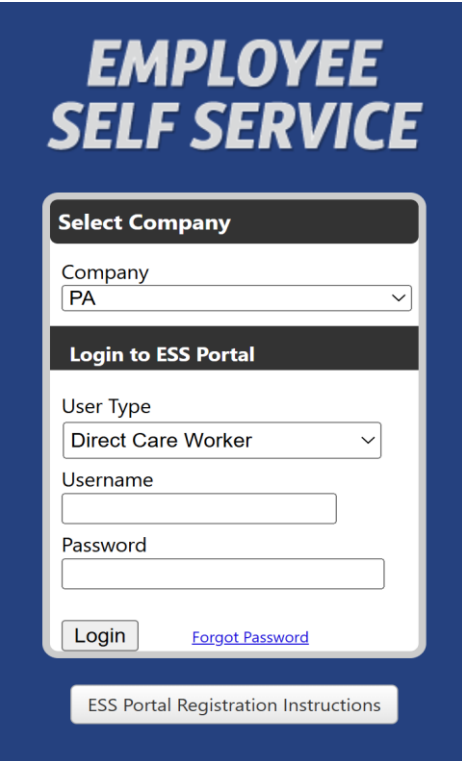


Employee Self Service (ESS) Portal

Instructions for Forgot Password

The PA Paystub Portal: <https://p5.tempusunlimited.org/>

	Step 1:	
	Company	Select PA
	User Type	Select Direct Care Worker
		Select Common Law Employer
	Username	DCW: 6-digit Employee ID (E000000)
CLE: 6-digit Employer ID (R000000)		
Select Forgot Password		

Step 2:	
Default Password	Enter your <i>Default Password</i>
New Password	Create a new password.
	The password must contain: <ul style="list-style-type: none"> • Between 12-24 characters • At least one uppercase letter • At least one lowercase letter • At least one number • At least one special character (@!*#-\$%()&+=)
Confirm New Password	Confirm new password.
Change Password	

