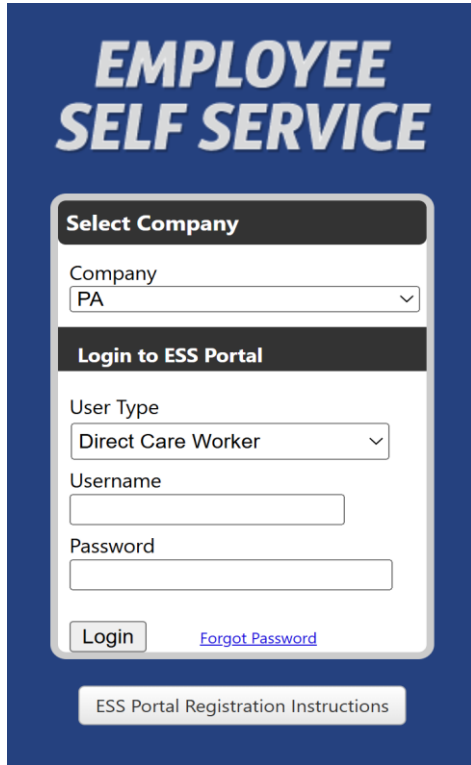


# Employee Self Service (ESS) Portal

## Instructions for SMS Re-setup

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

Follow the instructions below to change your mobile number used for SMS alerts.

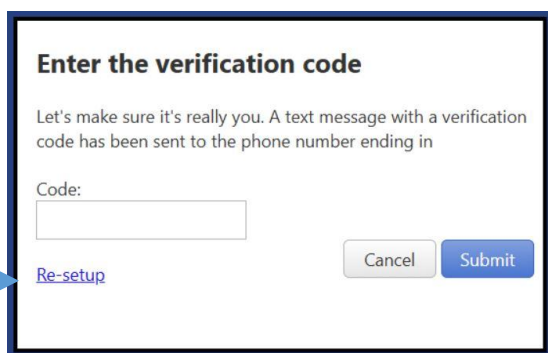


<b>Login:</b>	
<b>Company</b>	Select PA
<b>User Type</b>	Select <b>Direct Care Worker</b> or
	Select <b>Common Law Employer</b>
<b>Username</b>	DCW: 6-digit Employee ID (E000000)
	CLE: 6-digit Employer ID (R000000)
<b>Password</b>	Enter your password.

If you have previously entered a phone number for SMS alerts, you will automatically be redirected to enter a verification code. This code is sent to the number previously entered, which is indicated by the last 4 digits within the verification code message.

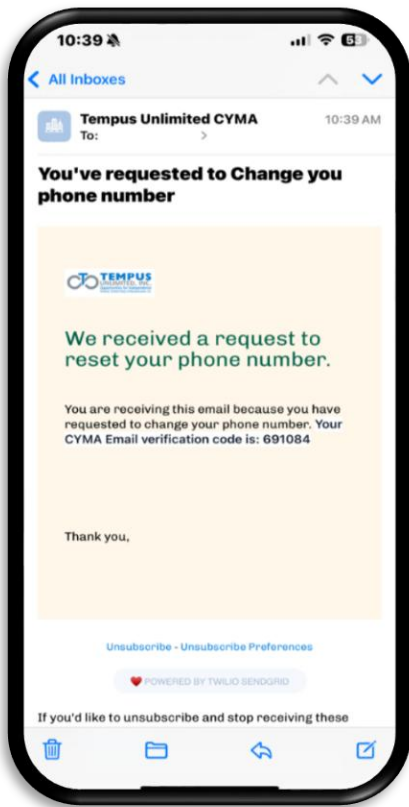
Follow the instructions below to re-setup and provide an alternate phone number for verification codes.

<b>Step 1:</b>
Select Re-setup



An email will be sent to the email address\* you provided to Tempus. It will contain a verification code, which will be used in the next step of the re-setup process.

\*If you need to change your email address with Tempus, submit a signed “DCW Information Change Form” found at <https://pa.tempusunlimited.org/forms/>



**Step 2:**

**Enter the verification code received via email**

**Select Submit**

**Enter the verification code**

An email has been sent to your email address on file

Code:

**Step 3:**

**Enter your new Mobile Number**

**Agree to SMS Alerts with ✓**

**Select Submit**

**SMS Phone Setup**

We'll text a verification code to this mobile device whenever you sign in to your account.

Mobile number

( 781 ) 297 - 5400

SMS Alerts

By providing your phone number, you agree to receive text messages. Message and data rates may apply.

**A verification code will automatically be sent to the mobile number entered.**

**Enter the verification code**

Let's make sure it's really you. A text message with a verification code has been sent to the phone number ending in

Code:

062367

[Re-setup](#)

**Step 4:**

**Enter the Verification Code received via text**

**Select Submit**