HOW TO LOG INTO CONNECT

YES ◄ **DO YOU ALREADY HAVE A COMPANY-ISSUED EMAIL ADDRESS?** ► **NO**

Use Single Sign-On

1. Click on the Connect icon on your desktop or enter **connect.samuel.com** in the address bar of your web browser of your Samuel laptop or desktop computer.

   If you have a company-issued phone, the Connect icon will be available on that device as well.

2. Click on the black 'Company Single Sign-On' button. [Company Single Sign-On]

3. If prompted, enter your user ID and the password you normally use to login to your computer.

Helpful Hints:

- **IMPORTANT:** Only **connect.samuel.com** should be entered! (Do NOT include www or http:// in the URL.)

- Recommend using Chrome or Firefox browsers (not Internet Explorer).

(i) Technical Support

If you need to update your personal email or have any difficulties logging in, please contact IT at **866-281-6060** (available 7 a.m. – 7:30 p.m. ET).

Failure to provide this information may limit your ability to participate in other company programs.

Use Personal Email Address

1. Enter **connect.samuel.com** in the address bar of your web browser of your desktop or any other mobile devices. You will need a personal email address, your user name (typically firstname.lastname) and password to log in.

2. **If you don't know your personal email address on record with Samuel**, see (i) **Technical Support**.

3. **If you don't know your user name**, click on the 'Forgot Password' link.
   - Enter your personal email address that you have on record with Samuel. Select 'Forgot user name', and 'Submit'. You will receive an email confirming your user name.
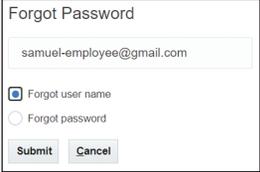
   Forgot Password
   samuel-employee@gmail.com
   ◉ Forgot user name
   ○ Forgot password
   Submit   Cancel

4. **If you don't know your password**, click on the 'Forgot Password' link.
   - Enter your personal email address, select 'Forgot password', and 'Submit'. You will receive an email with a link to reset your password.
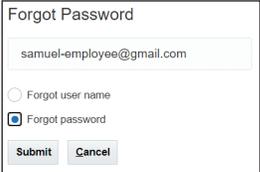
   Forgot Password
   samuel-employee@gmail.com
   ○ Forgot user name
   ◉ Forgot password
   Submit   Cancel

5. Once your password is reset, return to Connect. (**connect.samuel.com**)

6. Enter user name & password, and click on the 'Sign In' button.

SAMUEL 1855

HOW TO ACCESS JOUNREYS

Journeys: Feature in Connect that allows you to complete assigned tasks.

ACCESS YOUR JOUNREYS
Option 1:

- You will receive an email notification from **Workflow x Connect**. It will look like this
- Access the tasks listed under *Action Required* by selecting the **Details** link on the right.
- Select Open enrollment Journey.
- Complete assigned tasks.
- Once complete, you will be assigned a final task: "eSign benefit summary".
- Ensure you complete the eSign to finalize all changes.

Hello John,

You have new tasks.

The tasks listed here are assigned for John Doe's Open enrollment journey.

Action Required

Task	Due Date	Required	Details
Update your contact information	9/25/23	No	Details
Re-enroll in Samuel benefits	9/30/23	Yes	Details
Complete the TELUS Health Virtual Care wellbeing assessment (Voluntary)	9/30/23	No	Details

FYI

Task	Due Date	Performer	Status

ACCESS YOUR JOUNREYS
Option 2:

- After successfully logging in, you land on the Connect home page.
- Click the **Journeys icon**.
- Then, select the Open enrollment Journey.
- Complete Assigned Tasks.
- Once complete, you will be assigned a final task: "eSign benefit summary".
- Ensure you complete the eSign to finalize all changes.

APPS
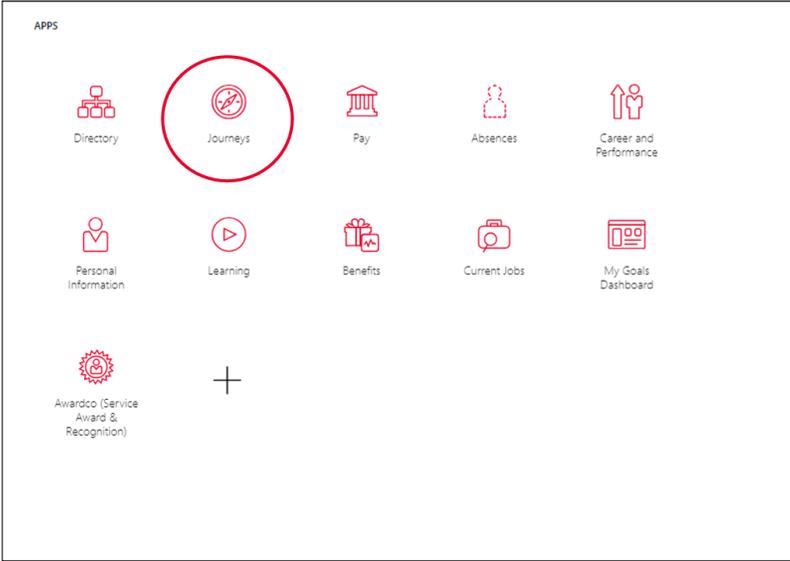
Directory Journeys Pay Absences Career and Performance

Personal Information Learning Benefits Current Jobs My Goals Dashboard

Awardco (Service Award & Recognition)

SAMUEL 1855