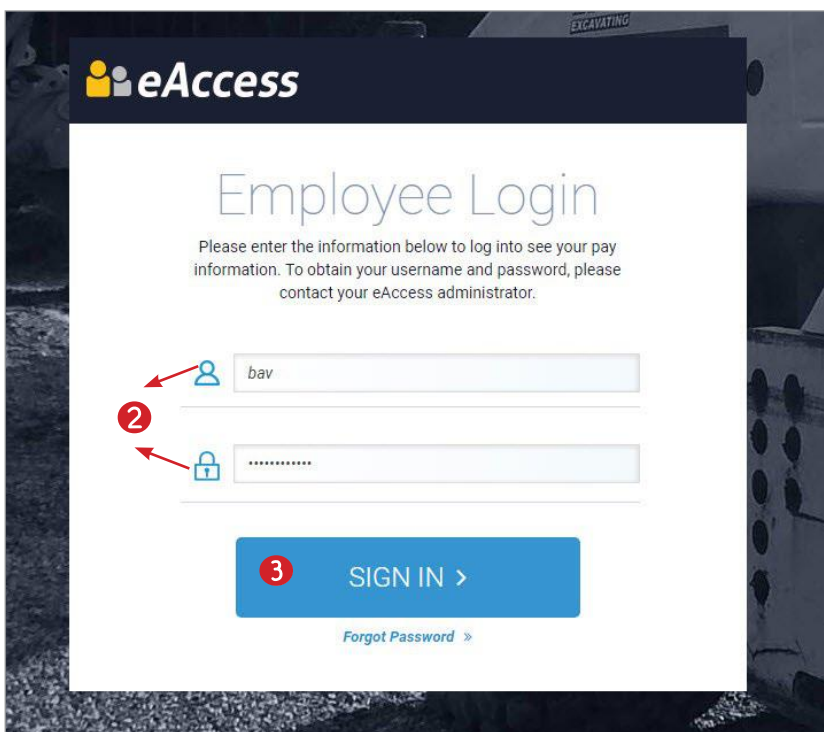**FOUNDATION** software

LOGGING INTO EACCESS

Your eAccess account is created by the administrator at your company. When they create your account, you will be sent an email with a link to create your password. Follow the instructions in the email, then follow the steps below.

1. Go to eaccess.foundationsoft.com.

2. Log in using your username and password.

3. Click [Sign In].

4. If you were not preivously using the original eAccess, please skip this step and continue on to step 5.

    If you were previously using the original eAccess, a window will open indicating a password email reset has been sent to you. Open the email and follow the directions to reset your password and log in again.
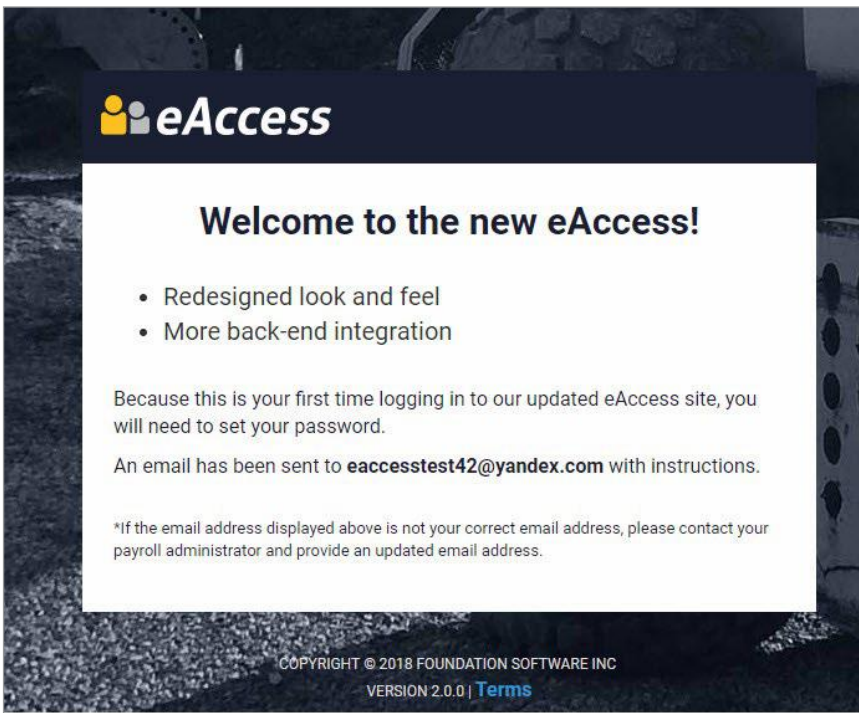
5. The first time you log into eAccess 2.0, you will be prompted to enter additional information for verification purposes.

ⓐ In the *Date of Birth* field, enter your birthday.

ⓑ Either enter the last 4 digits of your Social Security Number in the *Last 4 of SSN* field, or the last 4 digits of your driver's license number in the *Last 4 of Driver's License or State ID #* field.

ⓒ Click [Sign in].