

# MYENGAGE PASSWORD RESET & PORTAL VALIDATION



The **MyEngage Dashboard** is a new, centralized platform that serves as your single sign-on landing page to access the Engage employee portal and other helpful resources.

## FOLLOW THIS STEP-BY-STEP GUIDE TO RESET YOUR PASSWORD

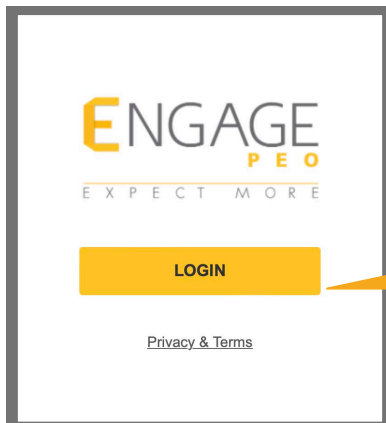
The Reset Password function serves two purposes:

1. Allows registered users to update their password
2. Enables non-registered users to complete their registration

If you have successfully registered, go to "Steps to Validate" (pg. 3)

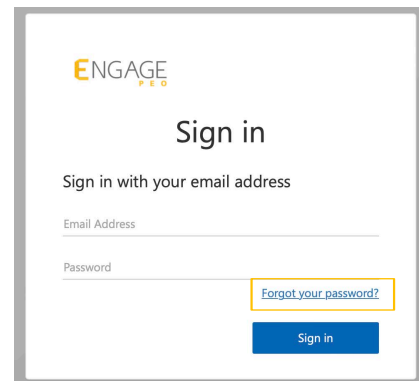
### 1 ACCESS THE MYENGAGE PORTAL

Go to [my.engagepeo.com](https://my.engagepeo.com).



Select the  
"LOGIN"  
button"

### 2 SELECT "FORGOT YOUR PASSWORD?"



### 3 SEND A VERIFICATION CODE

Enter your MyEngage e-mail address and click "Send verification code." You will receive an email from the MyEngage platform that contains the code.

< Cancel

ENGAGE  
PEO

## Reset Password

Email Address is required.

Send verification code

Continue

### Verify your email address

Thanks for verifying your account!

**Your code is: 548711**

Sincerely,  
*MyEngage Dashboard*

This message was sent from an unmonitored email address. Please do not reply to this message.

### 4 ENTER VERIFICATION CODE & VERIFY CODE

Enter/copy and paste your code into the "Verification Code" input box and select "Verify Code" button. Your e-mail address is now verified, and you can continue to the platform by selecting the "Continue button"

< Cancel

ENGAGE  
PEO

## Reset Password

A verification code has been sent to your inbox. Please enter the code in the "Verification code" box below.

Verification Code is required.

Verify code Send new code

Continue

< Cancel

ENGAGE  
PEO

## Reset Password

Email verified successfully, click "Continue" to proceed.

Continue

< Cancel

ENGAGE  
PEO

## Reset Password

New Password is required.

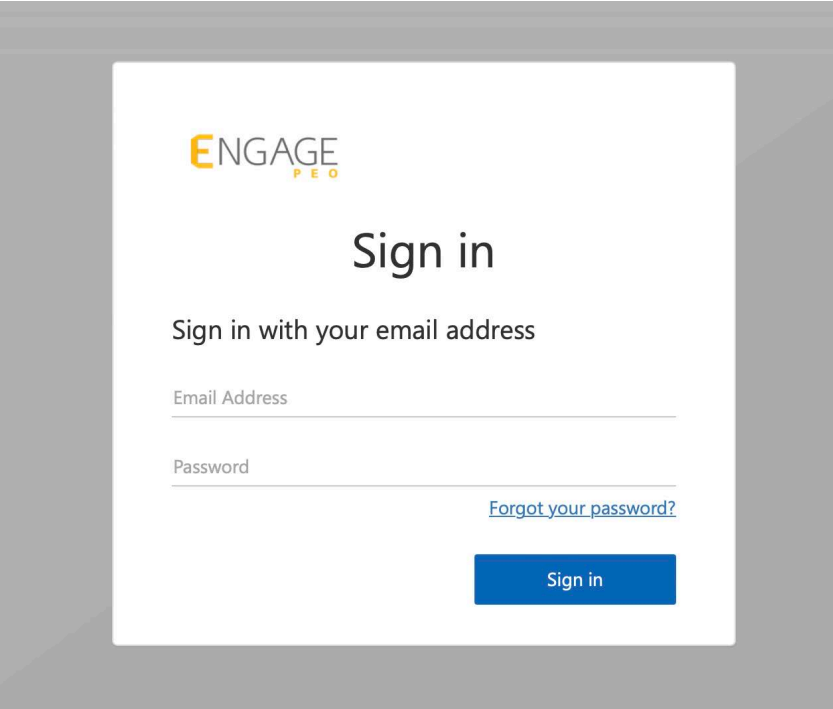
Confirm New Password

Continue

## FOLLOW THESE STEPS TO VALIDATE YOUR MYENGAGE PORTAL.

### 1 ACCESS YOUR MYENGAGE ACCOUNT

To access MyEngage going forward, simply go to [my.engagepeo.com](https://my.engagepeo.com).

A screenshot of the MyEngage sign-in page. The page has a white background with a grey border. At the top left is the ENGAGE PEO logo, where 'ENGAGE' is in black and 'PEO' is in orange. Below the logo is the text 'Sign in' in a large, bold, black font. Underneath that is the instruction 'Sign in with your email address' in a smaller black font. There are two input fields: 'Email Address' and 'Password', both with grey placeholder text. To the right of the 'Password' field is a blue link that says 'Forgot your password?'. At the bottom right is a blue button with the text 'Sign in' in white.

ENGAGE  
PEO

# Sign in

Sign in with your email address

Email Address

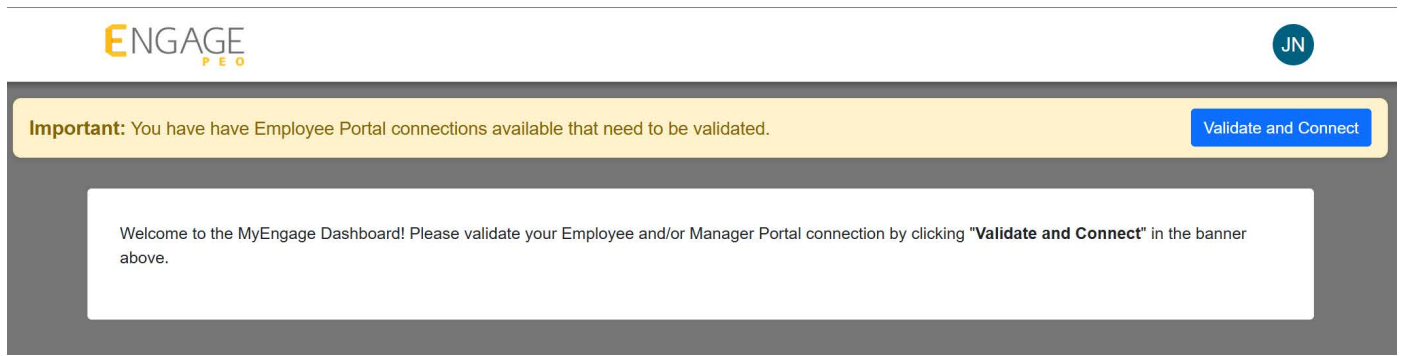
Password

[Forgot your password?](#)

Sign in

## 2 VALIDATE YOUR INFO

Once logged into MyEngage, you will notice a yellow banner at the top of the page. Click the blue "Validate and Connect" button on this banner.



A box will then appear asking to validate your information. Please enter the requested information and hit the blue "Validate" button upon completion.

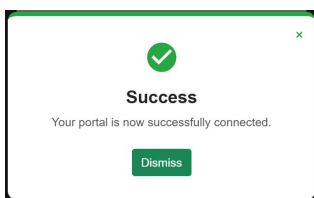
**Validate Your Info**

SSN:

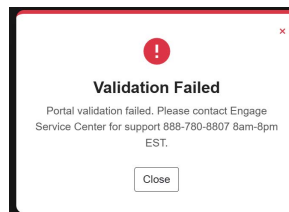
Date of Birth:

Last Name:

[Validate](#) [Cancel](#)



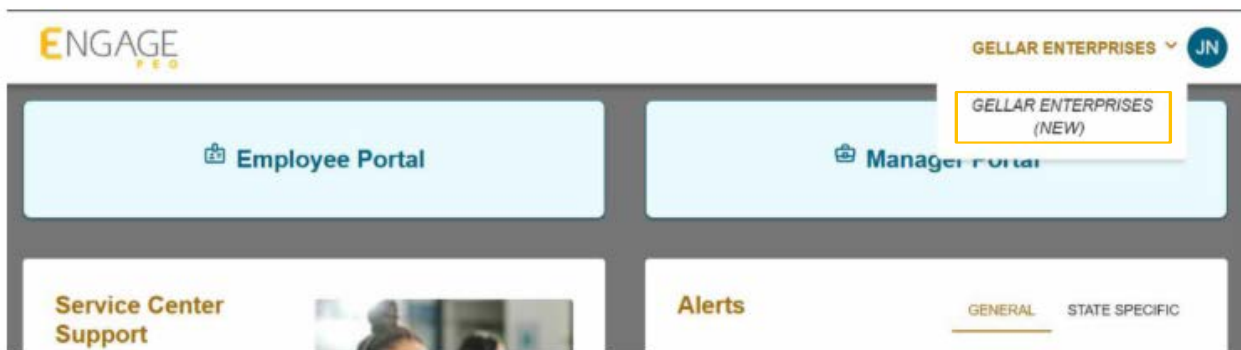
A confirmation pop up will appear when you have successfully entered your info



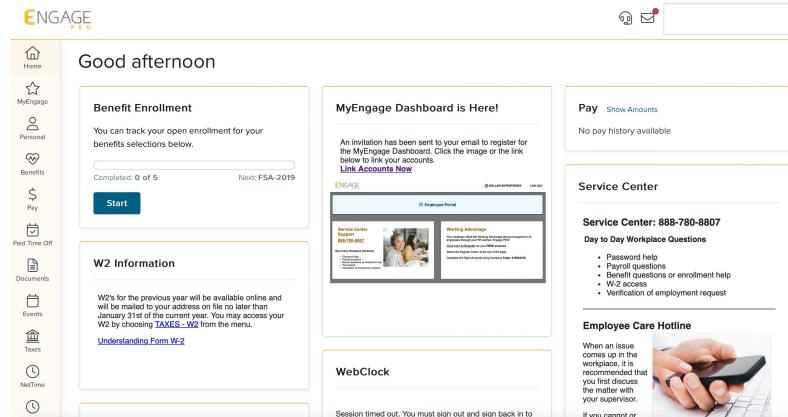
An error message will appear if your information is not entered correctly. Please reach out to the Service Center for support if you receive this message.

3

## SELECT THE "EMPLOYEE PORTAL" LINK AND ENTER YOUR EMPLOYEE PORTALS



Once you have selected the Employee Portal link, you will complete your setup and find access to employee benefit enrollment, W2 information, pay history, and more.



If you need further assistance, contact the Engage Service Center at 1-888-780-8807 and select "0" to speak with a Specialist.