

# Change Corporate Representative Electronic Signature Password

## Overview

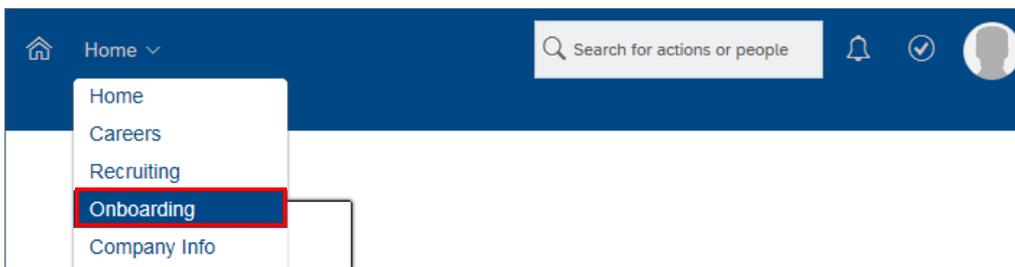
HR Shared Services staff who process the Post-Hire Verification Step in SuccessFactors Onboarding complete the employer portion of employee benefit forms, and electronically sign the forms as a corporate representative.

These staff must enter a password in order to electronically sign forms. They will be provided with an initial temporary password for their electronic signature that must be updated prior to processing the Post-Hire Verification Step for an employee.

**Note:** The Corporate Representative Electronic Signature password is not the same as your network password.

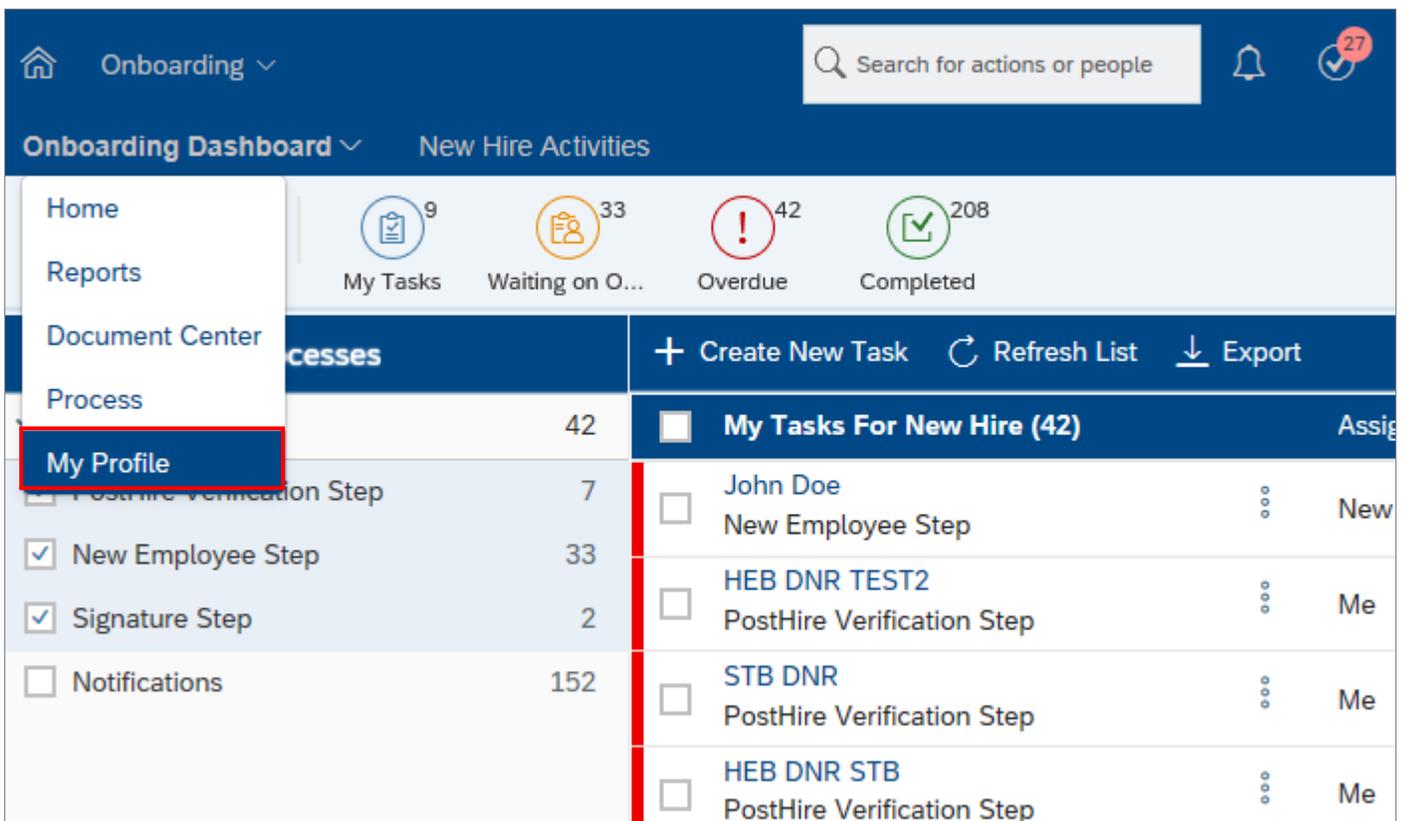
## Procedure

1. Click the **Home** menu and select **Onboarding** from the dropdown.



The *Onboarding Dashboard* screen appears.

2. Click  beside the **Onboarding Dashboard** menu and select **My Profile** from the drop-down.



The *My Profile* screen appears.

3. Enter your **initial temporary password** in the **Current Password** field.

**Note:** The default initial temporary password is **Password\_321**.

4. Click the **Change Password** checkbox.
5. Enter a **new password** in the **New Password** field.
6. Enter the **new password** in the **Retype New Password** field.
7. Click **Update**.

The screenshot shows the 'My Profile' page with a focus on the password change section. The 'Current Password' field is highlighted with a red box. Below it, a red note states: 'To provide safety you should enter your current password each time you change your profile.' The 'Change Password' checkbox is checked and highlighted with a red box. Below this, the 'New Password' and 'Retype New Password' fields are also highlighted with red boxes. A red note below these fields states: 'The password must be between 8 and 60 characters and satisfy 3 of these conditions: Include One Uppercase Letter, Include One Lowercase Letter, Include One Number, Include One Symbol.' The 'Update' button is highlighted with a red box. Red arrows point from the 'Change Password' checkbox and the 'Update' button to their respective positions in the list of steps.

My Profile

Current Password [REDACTED]

To provide safety you should enter your current password each time you change your profile.

Change Locale

Locale English

Change Password

New Password [REDACTED]

Retype New Password [REDACTED]

The password must be between 8 and 60 characters and satisfy 3 of these conditions: Include One Uppercase Letter, Include One Lowercase Letter, Include One Number, Include One Symbol.

Change Security Question

Security Question Favorite Sports Team

Security Answer [REDACTED]

Update

## Next Steps

You can use your updated corporate representative electronic signature password to process the Post-Hire Verification Step.