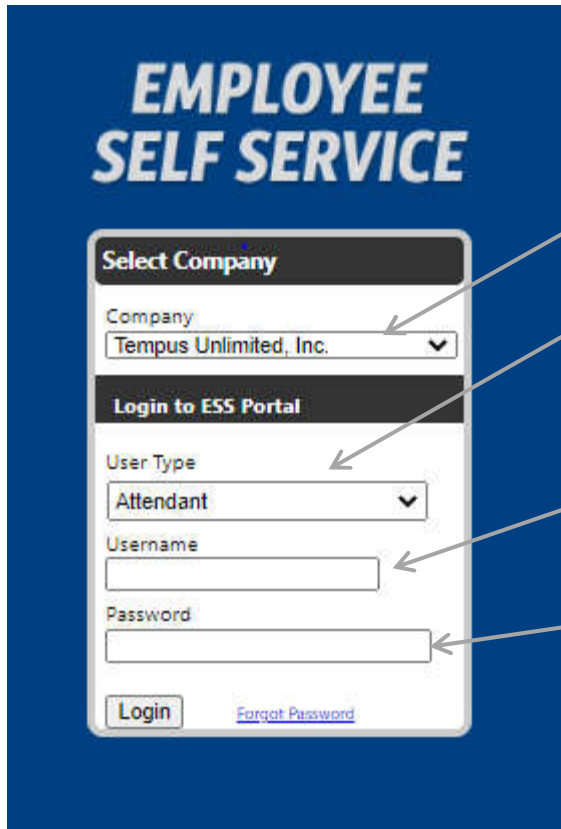


ESS PORTAL INSTRUCTIONS

Once online, go to <https://p4.tempusunlimited.org> and you will see the following screen:



Enter this information in the boxes:

Company: Select Tempus Unlimited, Inc.

User Type: Select Attendant, Consumer, or Surrogate.

Username:

PCA → PCA Unique ID

Consumer → 6 digit Consumer Number

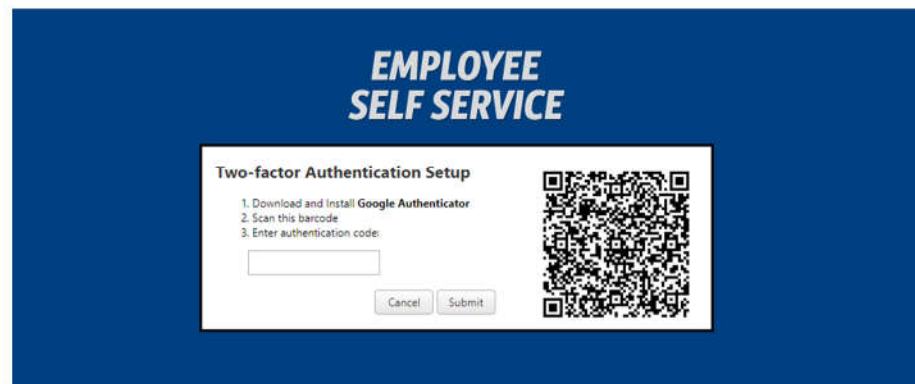
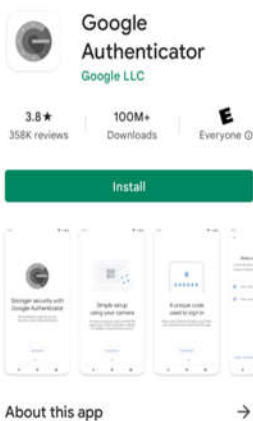
Surrogate → Remove the First digit from

Consumer Number and replace with an “S”
(Example → Cons = 000000 Surr = S00000)

Password: Your password will be the last 4 of your SSN followed by your birthday MMDDYYYY.

After entering the information in the boxes click “Login”

You will be prompted to setup your Two-Factor Authentication. Go to your App Store on your phone and download the Google Authenticator application. Once downloaded, tap on “Scan a QR code”, scan the code on your screen, and enter the code that appears on your Google Authenticator application. ****Please Note – You must download the app, just taking a picture of the QR code will not work****



Once you have successfully completed the Google Authenticator, you'll be directed to your account where you can view your Checks and W2's.

- Click the arrow next to the Consumer Number (circled above) to view all your checks.

Tempus Unlimited, Inc. Wednesday, December 29, 2021

Checks W-2s **User Info** Help

You are logged in as:
555555
[Logout](#) | [Change Password](#)

Checks			
Consumer	Name		
118888	118888, Consumer		
Check No	Check Date	Net Amount	
1	1/21/2022	\$248.39	View/Print
3239	10/7/2021	\$364.98	View/Print

Refresh