

ESS PORTAL REGISTRATION INSTRUCTIONS

****Please Note: Two electronic devices are recommended to complete the ESS portal registration process. One device is necessary for ESS registration while the 2nd device is needed to scan a QR code for Google Authenticator. If unable to scan a QR code, enter a manual key feature is also available.**

Step 1:

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 → Unique ID**
Consumer → 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”

Next, you will be prompt to set up a New Password.

****If you are a PCA and do not know your Unique ID you may refer to your employer for this information. Payroll registers mailed to Tempus consumers contain Employee IDs alongside the name of each PCA receiving pay. The Unique ID can be found by removing the leading Consumer ID from the Employee ID, please see example below.**

Example:

Consumer ID – 99ZZZZ

Employee ID – 99ZZZZ999999

Unique ID - 999999

Step 2:



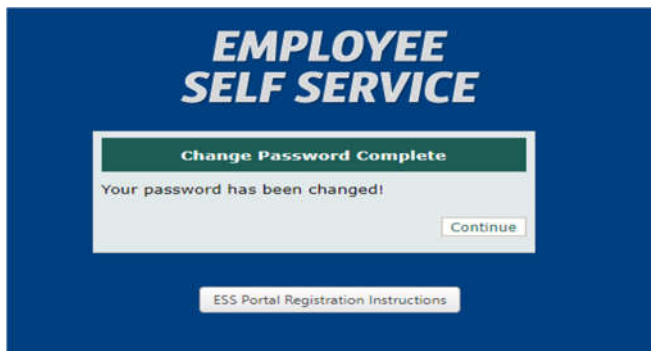
Default Password: Enter default password, format: #####MMDDYYYY

New Password: Create a new password. The password **must** contain the following:

- Between 12-24 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

Confirm New Password: Confirm Password

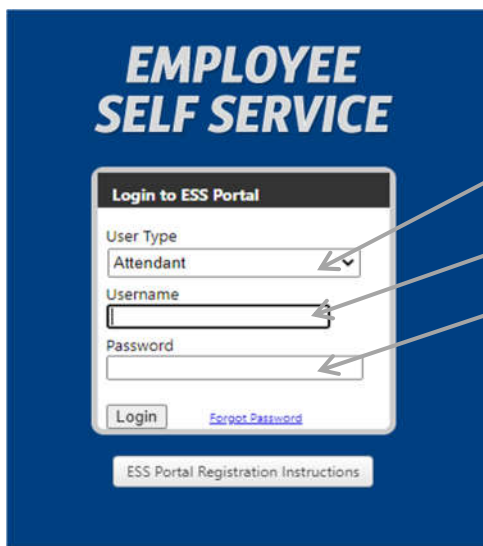
Click “Change Password”



Change Password Complete

Click “Continue”

Step 3:



User Type: Select Attendant, Consumer, or Surrogate

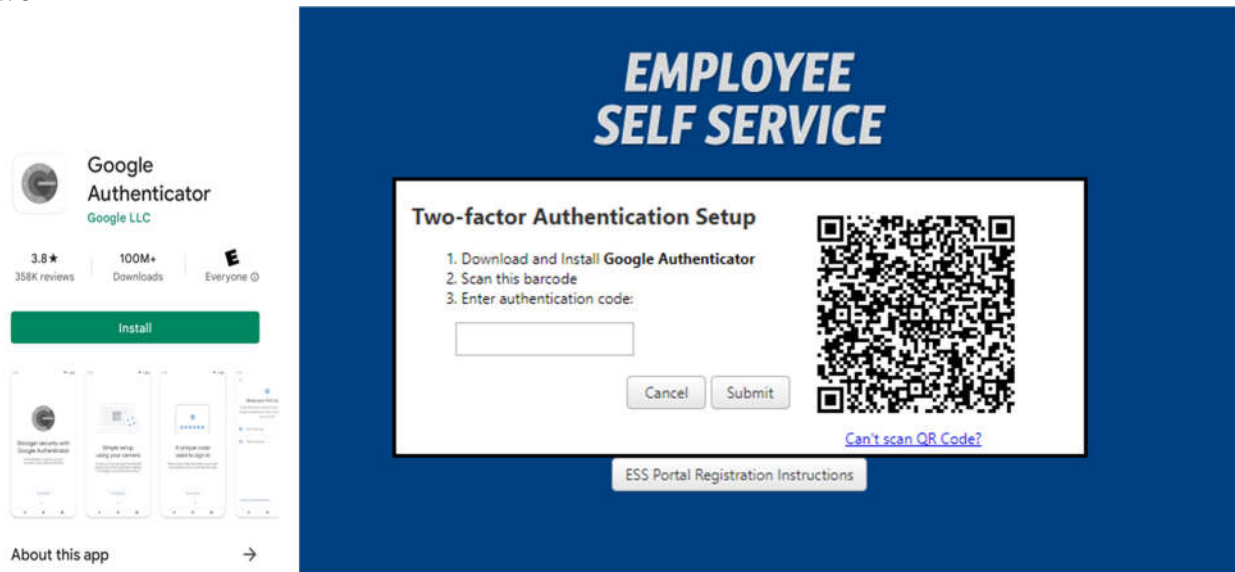
Username: Enter Username

Password: Enter New Password

Step 4:

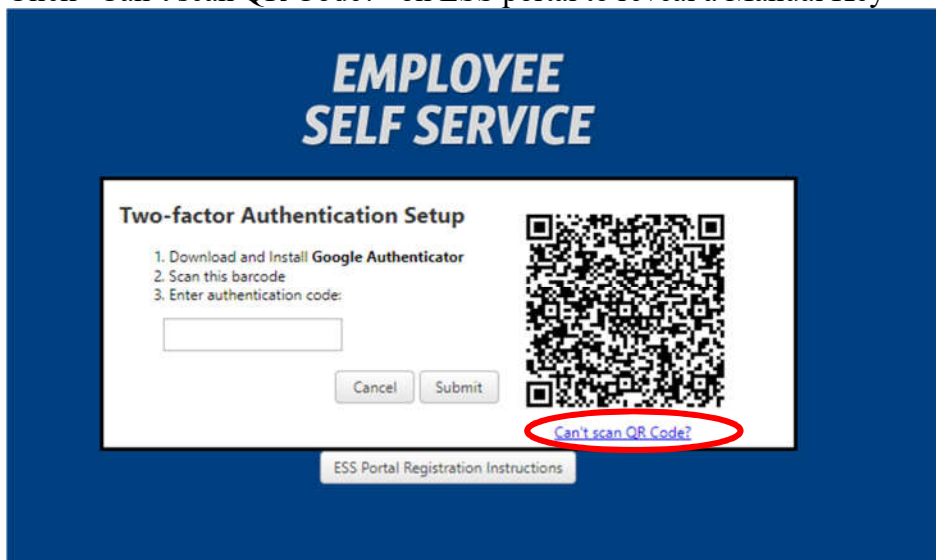
You will be prompted to setup your Two-Factor Authentication. Go to your App Store on your phone and download the Google Authenticator application. Once downloaded, tap on “Scan a QR code”, scan the code on your screen, and enter the code that appears on your Google Authenticator application.

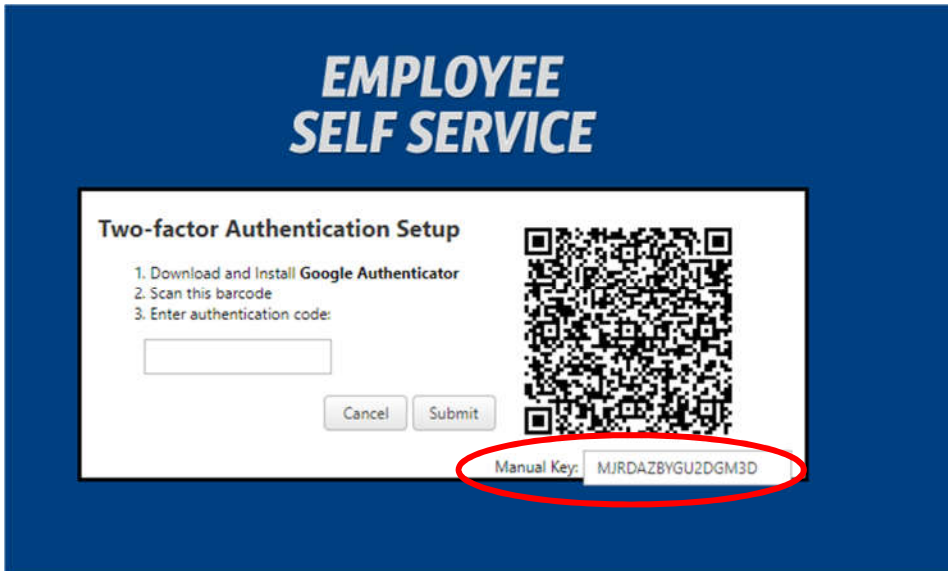
****Please Note – You must download the app, just taking a picture of the QR code will not work****



Unable to scan the QR code? Google Authenticator and ESS Portal also provides the option to enter a setup key.

- Click “Can’t scan QR Code?” on ESS portal to reveal a Manual Key





- In Google Authenticator, tap on “Enter a setup Key”
- Enter Account Details
 - Account – Create a name for the account, for example “Tempus ESS Portal”
 - Key – Enter Manual Key provided by ESS Portal
- “Time based” setting by default
- Click Add

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

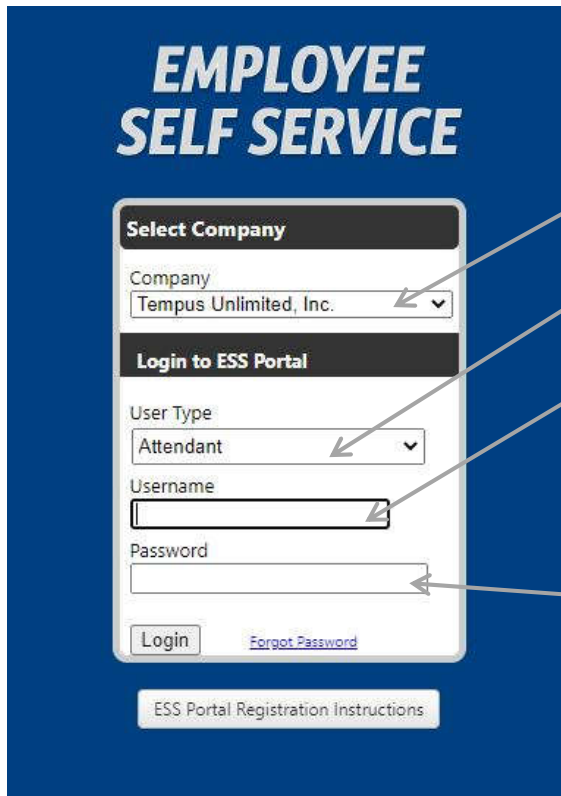
You are logged in as:
 555555
[Logout](#) | [Change Password](#)

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

Login 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 → Unique ID

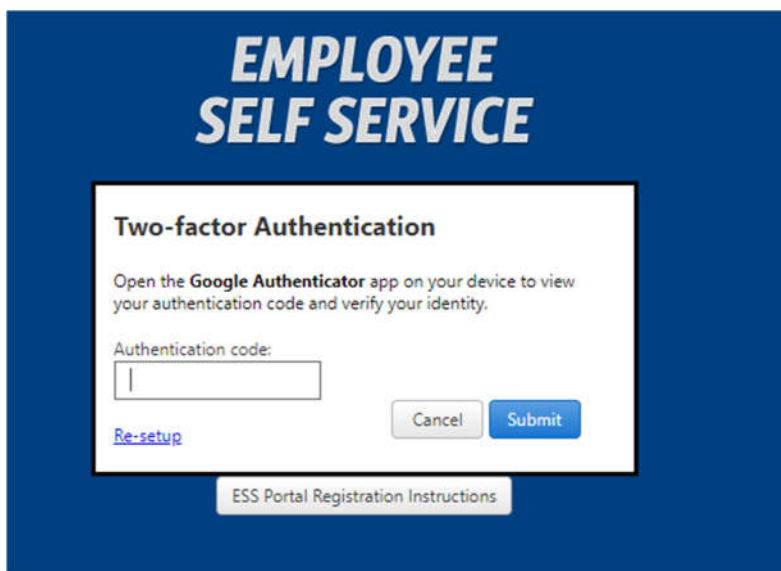
Consumer → Consumer Number

Surrogate → Remove the First digit from Consumer Number and replace with an “S”
(Example → Cons = 000000 Surr = S00000)

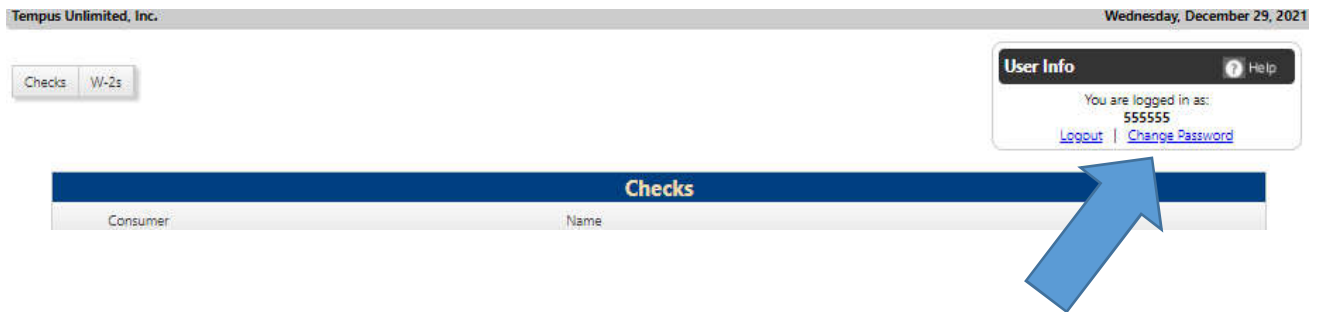
Password: Enter Password

After entering the information in the boxes click “Login”

Next, you will be prompted to enter Authentication code provided by Google Authenticator App on your device, click “**Submit**”. Your ESS account will appear upon confirmation of identity.



Change Password Instructions



The 'Change Password' form has a blue header with the title 'Change Password'. It contains three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. Below the fields are two buttons: 'Change Password' and 'Cancel'.

Password: Enter current password.

New Password: Create a new password. The password **must** contain the following:

- Between 12-24 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

Confirm New Password: Confirm Password

Click **“Change Password”**

A message will appear confirming “your password has been changed”, click **Continue**. You will be prompt to log back into your account utilizing your new password.

Forgot Password Instructions

EMPLOYEE SELF SERVICE

Select Company

Company
Tempus Unlimited, Inc.

Login to ESS Portal

User Type
Attendant

Username

Password

Login Forgot Password

ESS Portal Registration Instructions

User Type: Select Attendant, Consumer, or Surrogate

Username: Enter Username

Click “Forgot Password”

EMPLOYEE SELF SERVICE

You must change Your Password

Default Password:

New Password:

Confirm New Password:

Change Password Cancel

ESS Portal Registration Instructions

Default Password: Enter default password, format: #####MMDDYYYY

New Password: Create a new password. The password **must** contain the following:

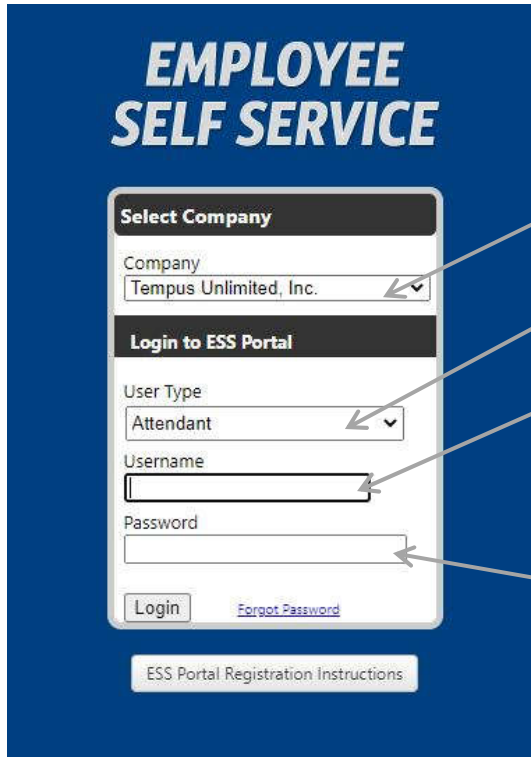
- Between 12-24 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

Confirm New Password: Confirm Password

Click “Change Password”

Google Authenticator - New Device 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:

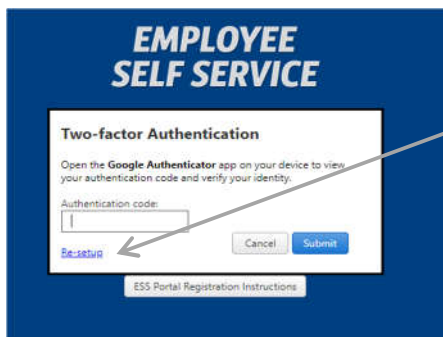
PCA → Unique ID

Consumer → Consumer Number

Surrogate → Remove the First digit from Consumer Number and replace with an “S”
(Example → Cons = 000000 Surr = S00000)

Password: Enter Password

After entering the information in the boxes click “Login”



Click “Re-Setup” on authentication screen.

Option 1: Scan QR code on device

Option 2: Click “Can’t scan QR Code”, enter Manual Key

Enter code appearing on Google Authenticator App.

Click “Submit”

