


HOW TO LOG INTO CONNECT

YES


DO YOU ALREADY HAVE A COMPANY-ISSUED EMAIL ADDRESS?

NO

Use Single Sign-On

1. Click on the Connect icon  on your desktop or enter **connect.samuel.com** in the address bar of your web browser of your Samuel laptop or desktop computer.

If you have a company-issued phone, the Connect icon  will be available on that device as well.

2. Click on the black 'Company Single Sign-On' button. 
3. If prompted, enter your user ID and the password you normally use to log in to your computer.

Helpful Hints:

- **IMPORTANT:** Only **connect.samuel.com** should be entered! (Do NOT include www or http:// in the URL.)
- Recommend using Chrome or Firefox browsers (not Internet Explorer).




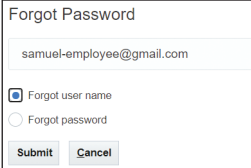
Technical Support

If you need to update your personal email or have any difficulties logging in, please contact IT at **866-281-6060** (available 7 a.m. – 7:30 p.m. ET).

Failure to provide this information may limit your ability to participate in other company programs.

Use Personal Email Address

1. Enter **connect.samuel.com** in the address bar of your web browser of your desktop or any other mobile devices. You will need a personal email address, your user name (typically firstname.lastname) and password to log in.
2. **If you don't know your personal email address on record with Samuel**, see  **Technical Support**.
3. **If you don't know your user name**, click on the 'Forgot Password' link.
 - Enter your personal email address that you have on record with Samuel. Select 'Forgot user name', and 'Submit'. You will receive an email confirming your user name.



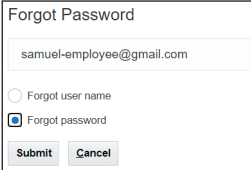
Forgot Password

samuel-employee@gmail.com

Forgot user name
 Forgot password

Submit Cancel

4. **If you don't know your password**, click on the 'Forgot Password' link.
 - Enter your personal email address, select 'Forgot password', and 'Submit'. You will receive an email with a link to reset your password.



Forgot Password

samuel-employee@gmail.com

Forgot user name
 Forgot password

Submit Cancel

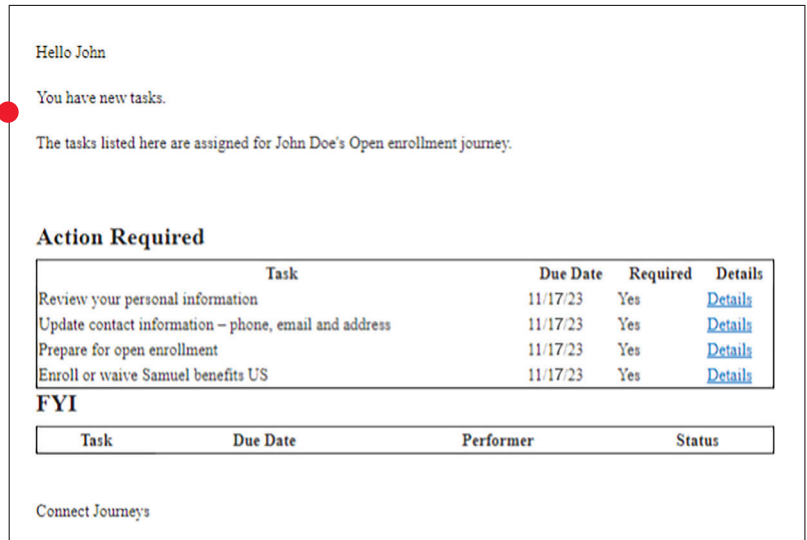
5. Once your password is reset, return to Connect. (**connect.samuel.com**)
6. Enter user name & password, and click on the 'Sign In' button.

HOW TO LOG INTO CONNECT

THERE ARE TWO WAYS FOR YOU TO ENTER THE SYSTEM AND MAKE YOUR BENEFIT ELECTIONS.

Option 1 – Journeys

- You will receive an email notification from **Workflow x Connect**. It will look like this
- Complete the first three tasks listed under *Action Required* — preferably before the start of open enrollment. This will ensure your information is accurate and you're prepared to enroll when the window opens.
- When open enrollment begins, you will receive a notification which says **'Enroll or waive Samuel benefits US'**. Just click on the link, and begin enrolling!



Hello John

You have new tasks.

The tasks listed here are assigned for John Doe's Open enrollment journey:

Action Required

Task	Due Date	Required	Details
Review your personal information	11/17/23	Yes	Details
Update contact information – phone, email and address	11/17/23	Yes	Details
Prepare for open enrollment	11/17/23	Yes	Details
Enroll or waive Samuel benefits US	11/17/23	Yes	Details

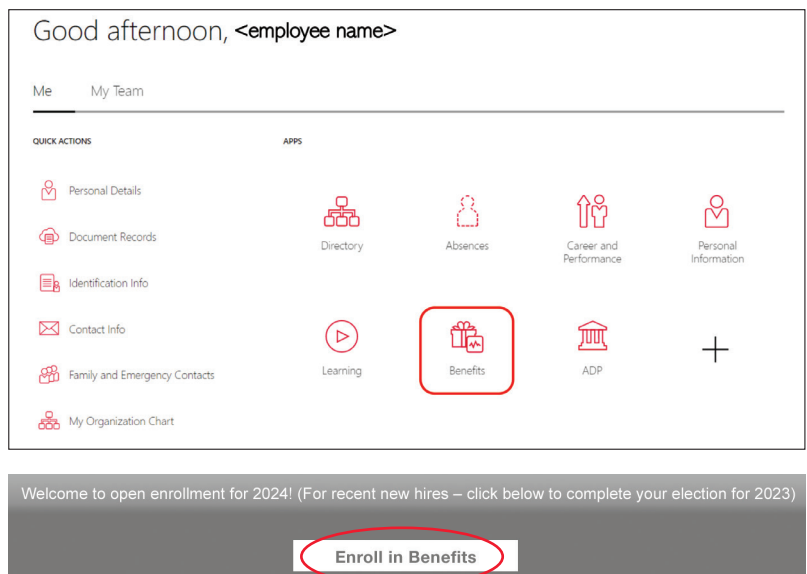
FYI

Task	Due Date	Performer	Status
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Connect Journeys

Option 2: Enroll directly in Connect

- After successfully logging in, you land on the Connect home page.
- Click the Benefits icon.
- Then, click *Enroll in Benefits* and begin enrolling!



Good afternoon, <employee name>

Me My Team

QUICK ACTIONS APPS

Personal Details Directory Absences Career and Performance Personal Information

Document Records Identification Info Contact Info Family and Emergency Contacts My Organization Chart Learning Benefits ADP +

Welcome to open enrollment for 2024! (For recent new hires – click below to complete your election for 2023)

Enroll in Benefits