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 blue 'Company Single Sign-On' button. **Company Single Sign-On**

3. If prompted, enter your Samuel-issued email address (User ID) and the password you normally use to login 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).

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 and password to log in.

2. **If you don't know your personal email address on record with Samuel**, see Technical Support. See technical support on page 2.

3. **If you don't know your user name**, click on the 'Forgot Password' link.
   - Enter your personal email address that you have a 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.

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YOU'RE NOW IN CONNECT!

- After successfully logging in, you will come to the homepage of Connect.

- To enroll in benefits, Click the benefits icon, then click:

Welcome to open enrollment for 2021! Please click 'Enroll in Benefits' below to get started
(For recent new hires – click below to complete your election for 2020)

Enroll in Benefits

- If you have any additional questions, please feel free to contact your local HR Partner at any time or send a note to **connect@samuel.com**.

ⓘ Technical Support

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

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

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