

Hyper-Reach: Self Service Instructions

The Self-Service feature allows employees to add and/or update their personal contact information. Please note this is not the same as registering on the community signup page. The information provided here will add the employee to internal lists only.

First, enter (or click on) the link below:

https://selfservice.hyper-reach.com/employee_login.jsp?id=114164

This link is assigned specifically to your account.

Now click **CREATE ACCOUNT**.

You'll be presented with a pop-up window asking you to enter the Company PIN. Enter the assigned PIN (**17325**), (check the "I'm not a robot" box) and click SUBMIT.

The PIN can only be used for the initial login/signup. The next time you log in, you'll be asked for the password you are about to create.

A form will be displayed for Contact information (see the explanation of fields below):

- **If this is your initial login/signup:** Enter your name and contact information, then click SUBMIT. You'll receive a confirmation your profile has been successfully created.
- **If you need to change or update your contact info:** Enter your last name and a telephone number or email address currently associated with your Hyper-Reach contact information. Click SUBMIT and the profile information will be displayed. Update as needed and click SUBMIT again. You will receive a confirmation message that your profile has been updated successfully.

In the future, you will update your personal contact information by accessing the website and entering your phone number or email and password.

Fields in Contact Form:

Self-Service Password:	This is used to create the password you wish to use when you log in to maintain your contact information. (7 non-sequential characters)
First, Middle, and Last Names	Enter in separate fields provided.
Email Address(es)	Use "+" to add an email and "-" to remove one

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Phone Number(s)	Can be entered as 10 digits without separators (the system will format it). Use “+” to add a phone and “-“ to remove one
Contact Attributes	Fill in or select appropriate values