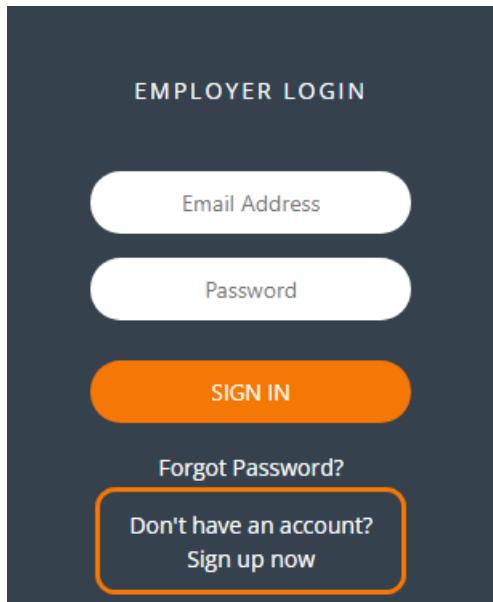


## First Time Logging In

Once your account access has been set up by your Sentinel Group representative, you can create an account on the employer portal. To do this, visit the Employers home page at [sentinelgroup.com](http://sentinelgroup.com) and select the "log in" option. Follow the steps below to create your account.

1. Click the "sign up now" option below the "sign in" button.
2. Enter your email address and click "send code". A one-time verification code will be sent to your email address.
3. Enter your verification code and click "verify code".
4. Create a password and enter your first and last name as you would like them to be displayed on the portal. Your password must be 8-16 characters and contain 3 of the following 4:
  - lowercase characters
  - uppercase characters
  - digits (0-9)
  - special characters
5. Enter a phone number to be used for multi-factor authentication (MFA). A mobile phone is preferred, but a land line can also be used with the "call me" option.
6. Select "send code" to receive a verification code by SMS or select "call me" to complete your MFA via an automated phone call.



**[View the guide below to learn more about logging in for the first time:](#)**