

Employer Self Service Login User Guide

Employers have two options to login the Employer Self Service (ESS) Portal in SCUBI.

Login To Your Account

Welcome to the benefits Employer Self Service (ESS) portal. If you have created a username and password in SUITS you may use it here to login. You may also use your PIN number previously established by clicking the Authentication mode radio button below to use the EAN/PIN/FEIN feature. If you have forgotten or lost your PIN, you should click [here](#) to authenticate your account and set up your new username/password for the site. For enhanced security, the benefits ESS portal is migrating to username and password credentials.

Authentication mode: User/Password EAN/PIN/FEIN

Account Number:

PIN:

FEIN:

Login

Employer can click the Authentication Mode radio button which states EAN/PIN/FEIN. Employer will be required to provide all three credentials below and click login:

1. Employer Account Number (EAN)
2. Employer PIN (which was generated in SCATS)
3. Federal Employer Identification Number (FEIN)

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Authentication mode: User/Password EAN/PIN/FEIN

User Name:

Password:

Login

If the employer already created a username and password in SUITS, they can click the Authentication Mode radio button which states User/Password. The employer will be required to provide:

- a. Employer Username
- b. Employer Password

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If the employer has forgotten or lost the PIN, the employer will need to click on the “Here” hyperlink which will navigate the employer to SUITS to authenticate their account and set up as a new user.

After the employer has set up a new Username and Password established in SUITS, the employer will be able to navigate back to the Bridge for Benefits screen and use the same Username and Password created in SUITS to login to SCUBI.