

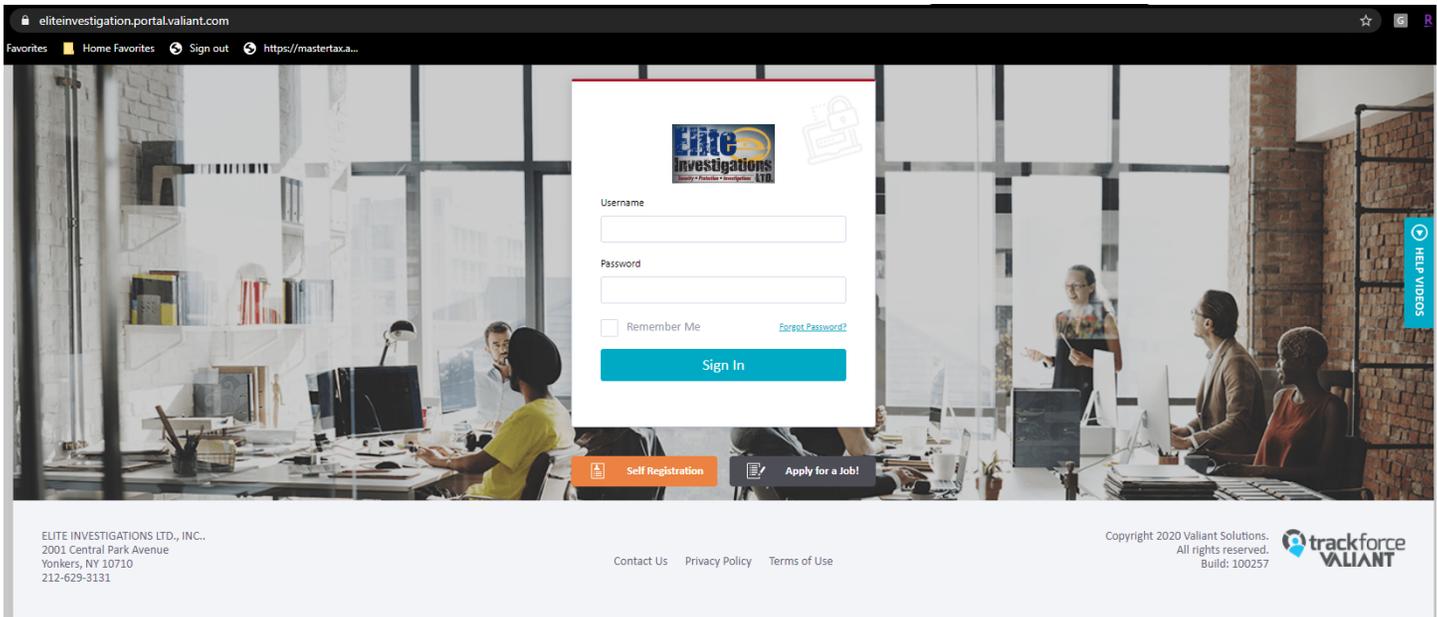
Employee Self Service Registration Instructions

Welcome to your on-line employee experience. This site affords you access to your information such as pay statements, reprints of W2 tax forms and a view of your schedule (if applicable). This information is available to you on demand, anytime and anywhere you have internet access.

The following are instructions for Self Registration. If you experience any difficulty with registration please contact:
Your Manager

Step 1: Using any internet browser type in the web address: <https://eliteinvestigation.portal.valiant.com>

The following screen will be displayed. Select the “Self Registration” button.



The screenshot shows a web browser window with the address bar displaying 'eliteinvestigation.portal.valiant.com'. The page features a large background image of an office with people working. In the center, there is a white login form with the following fields: 'Username' and 'Password', both with input boxes. Below these fields are a 'Remember Me' checkbox and a 'Forgot Password?' link. A blue 'Sign In' button is positioned below the form. At the bottom of the page, there are two buttons: 'Self Registration' (highlighted in orange) and 'Apply for a Job!'. The footer contains contact information for Elite Investigations Ltd., Inc., copyright information for Valiant Solutions (2020), and the TrackForce Valiant logo.

Step 2: On the next screen (see below) enter a login name in the format of an email address. This will have to be a valid, working email account. Subsequent to registering the system will send an email to this address with a link returning you to the site to establish a password and security question.

Enter your Social Security Number and Date of Birth.

Select validation method;

Email – to use this method you will need to enter the same email address as the one you provided your employer and is included in your employee profile. Typically this will be the same email address as the email/login.

Pay Check – using this method you will enter the check or voucher number most recently received and the net amount of payment.

eliteinvestigation.portal.valiant.com/SelfServiceRegistration/80df032c-b342-459a-9f69-22fb18b5ea62/Register

Home Favorites Sign out https://mastertaxa...



Self Service Registration / Register

Self Service Registration

Employee Self Service Registration

Welcome! Valiant Portal 1 is committed to protecting your privacy and ensuring that only you can access your personal information.
To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will do the following:

Please enter your user credentials, a valid email address is required and must be used as your login username.
Once you have completed the self-registration form, you will receive an email with a link to login and validate your account.
This includes selecting a password. After validation you may log into the system.
At first login, you will be prompted to choose a security question. This question will be used to protect your account when password resets are needed.
Please contact your company administrator if you have questions or require assistance.

Self Service Registration

Account Setup

Social Security Number:

Birth Date:

Email/Login:

Validation Method:

Email Validation Pay Check Validation

Email Address:

Register Cancel

Step 3: Upon submitting your registration you will receive an email similar the following email. Selecting the link in the email will return you to the employee self-service portal.



Account Registration

User Email Validation



Portal Administrator

Dear,

Thank you for registering an account in the Security portal.
In order to complete your user registration, please click on the link below, for us to securely validate your email address.

<http://valdemo.portal.valiant.com/SelfServiceRegistration/d5008b6f-00d3-e911-80cc-005056a844a3/SelfServiceRegisterVerify>

Please be aware that this secure account verification link will expire in 48 hours.

Thank you,
Security

| Contact Us

110 CROSSWAYS PARK DRIVE WOODBURY, NY 11797

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Step 4: Enter your Password. The criteria for creating a password is listed to the left of the screen. Please ****NOTE: your password will expire after 300 days from the day you either last created it or last reset it****

Home / Portal Password / Save
Portal Password

Create Account Password

Welcome! Valiant Portal 1 is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, your password has to meet below criteria.

- Password must be minimum of 6 characters in length.
- Password must contain at least one number
- Password must contain at least one uppercase character
- Password must contain at least one lowercase character
- Password must not contain first or last name
- Password must not contain username
- Password must not repeat more than four of the same characters next to each other

Portal Password

New Password:

Confirm Password:

Save Cancel

Step 5: Upon reading the “Terms of Use” select the “I Agree” button located at the bottom right.

Step 6: Select your “Security Question” from the dropdown list and enter the “Answer” then click “Define” in the bottom right portion of the screen. By setting this up, if you ever forget your password, you can simply come to the login screen and select forgot password and an email will be sent to you with a link allowing you to reset it without having to go to a company administrator to do so.

Step 7: The system will return you to the “Home” page displaying a Welcome message and company information and announcements.

Home Self Service Resources Help

Home / Dashboard / Index

Welcome to Security

1 Tasks 0 Notifications 0 Overdue

MESSAGE CENTER

View Important Information

ANNOUNCEMENT

WELCOME!!!

We hope that our association will be mutually beneficial and rewarding. As an employee of Ameriwatch Security you are a significant membe... see more

INFORMATION

OUR MISSION STATEMENT

To exceed our clients' expectations at all timesTo be a good value at all timesTo remain consistent with products, service staff and clie... see more

COMPANY EVENT

BLOOD DRIVE

Please join us donating a pint of blood. It truly is the gift of life!!! The local blood bank will be here next Monday between 8:00AM a... see more

QUICK LINKS

[EMPLOYEE HANDBOOK](#) [SAFETY TRAINING VIDEO](#)

[FBA NATIONAL - BENEFITS](#)

LEARNING CENTER

[SHIFT POSTING Video](#) [SHIFT SWAPPING Video](#)

[FAILED LOGIN Video](#) [PASSWORD RESET Video](#)

Security, 110 CROSSWAYS PARK DRIVE
WOODBURY, NY 11797
602-471-0396

Contact Us Privacy Policy Terms of Use

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To access your information select the "Self Service" tab.

The screenshot shows a navigation bar with 'Home' and 'Self Service' tabs. The 'Self Service' tab is highlighted with a red box. Below the navigation bar, there are four main sections: 'Important Actions', 'My Annual Statements', 'My Commuter Benefits', and 'My Payroll'. 'Important Actions' includes links for My Profile, My Shift Offers, My Schedule, My Pay Statements, and My Annual Statements. 'My Annual Statements' includes Annual Statements and Form 1095 C. 'My Commuter Benefits' includes My Commuter Benefits. 'My Payroll' includes W4 Form and Pay Statements. There are also sections for 'My Profile' (Training, Change Requests, Education History, Emergency Contact List, Prior Employment History) and 'My Time' (Time Entries, Leave Request).

Step 8: Select from the options listed. Not all options may be active/available for your company.

If you click on **My Profile** the system will show you your Employee Personal Profile information. Note that only certain information can be changed on your profile.

The screenshot shows the 'Employee Personal' profile page for 'DESIREE COFFEY'. The page has a navigation bar with 'Home', 'Self Service', 'Resources', and 'Help'. Below the navigation bar, there is a breadcrumb trail: 'Home / Self Service / My Profile / Employee Personal / Show'. The user's name 'DESIREE COFFEY' is displayed with a menu icon. On the right side, there is an 'Actions' dropdown menu. The main content area is titled 'Employee Personal' and contains three sections: 'Profile', 'Address', and 'Contact'. The 'Profile' section shows 'Last Name: COFFEY', 'First Name: DESIREE', and 'Middle Initial:'. The 'Address' section shows 'Address 1: 26 Smith Street', 'Address 2:', 'Address 3:', 'City: Lindenhurst', 'State: NY', and 'Zip: 10010'. The 'Contact' section shows 'Phone: 5165551212', 'Primary Email: home', and 'Home Email: @aol.com'.

To make a change to your profile, please select the Actions drop down near the top right and choose an action:

The screenshot shows the 'Actions' dropdown menu. The menu is open, showing a list of actions: 'Cancel', 'My Schedule', 'My Post Offers', 'My Swap Offers', 'Change My Address', 'Change My Email', and 'Change My Phone Number'.

If you click on **My Schedule**, by default it will show you your Current Week's Schedule. By using the calendar button to the right of the date range of the week or the arrows on the week header, you will be able to select different weeks you want to see.

Home Self Service

Self Service / My Profile / Employee Personal / My TLM Scheduling

DESIREE COFFEY Pending Change Requests 1

MY SCHEDULE MY SHIFT OFFERS

November, 8 - November, 14 Search

SUNDAY 11-08-20	MONDAY 11-09-20	TUESDAY 11-10-20	WEDNESDAY 11-11-20	THURSDAY 11-12-20	FRIDAY 11-13-20	SATURDAY 11-14-20
EDISON GROUP JFK REAR GATE ARMED 00:00 - 08:00				TEMP SCHEDULED 00:00 08:00 8.00	TEMP SCHEDULED 00:00 08:00 8.00	TEMP SCHEDULED 00:00 08:00 8.00
EDISON GROUP LGA FRONT GATE ARMED 15:00 - 23:00				SCHEDULED 15:00 23:00 7.00		

Filters clear all
Business Unit
● New York
Posted Offers

Home Self Service

Self Service / My Profile / Employee Personal / My TLM Scheduling

DESIREE COFFEY Pending Change Requests 1

MY SCHEDULE MY SHIFT OFFERS

November, 8 - November, 14 Search

SUNDAY 11-08-20	MONDAY 11-09-20	TUESDAY 11-10-20	WEDNESDAY 11-11-20	THURSDAY 11-12-20	FRIDAY 11-13-20	SATURDAY 11-14-20
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SCHEDULED 15:00 23:00 7.00				SCHEDULED 15:00 23:00 7.00		

Filters clear all
Business Unit
● New York
Posted Offers

Note: A calendar widget is overlaid on the page, showing the current week (Nov 8-14) and the next week (Nov 15-21). The calendar is titled 'November 2020' and has a red box around the date '11' on the 11th.

If you click on **My Pay Statements**, it will show you a history of your pay at your company. To view a pay stub, you will simply right click and choose Display Pay Statement or you can click on the actions menu as well:

Home Self Service Resources Help

Home / Self Service / My Payroll / Pay Statements / Index

Pay Statements

Actions ▾

Keyword Search Export

Business Unit Profile	Business Unit	Check-Direct Depo...	Check #	Voucher#	Gross Pay	Net Pay	Check Date	Period Start	Period End
CheckDate ▾	California	CHECK	37717	0	\$1,232.00	\$1,052.61	09-04-2019	08-11-2019	08-24-2019
		Display Pay Statement							
	California	CHECK	37561	0	\$1,232.00	\$1,052.61	08-20-2019	07-28-2019	08-10-2019
	CALIFORNIA	CHECK	37357	0	\$2,236.93	\$1,819.29	07-16-2019	06-23-2019	07-06-2019
	CALIFORNIA	CHECK	37219	0	\$1,656.00	\$1,382.32	07-03-2019	06-09-2019	06-22-2019
	CALIFORNIA	CHECK	37086	0	\$1,671.99	\$1,394.66	06-17-2019	05-26-2019	06-08-2019
	CALIFORNIA	CHECK	36953	0	\$304.00	\$277.70	06-05-2019	05-12-2019	05-25-2019

If you click on **My Annual Statements**, you will have the ability to view your W2/1099 Form. You can right click and choose Display Tax Form or go to the actions menu and choose that option.

Home Self Service Resources Help

Home / Self Service / My Annual Statements / Annual Statements / Index

Annual Statements

Actions ▾

Keyword Search Export

Tax Year	Form Sub Type	Form Type	Employer	Territory
2015	Display Tax Form	Form W2 (US)	VALIANT CORPORATE	US
2013	Annual Summary	Form W2 (US)	VALIANT CORPORATE	US
2012		Form W2 (US)	VALIANT CORPORATE	US