

Below is what the email will look like that each employee will receive. The user name will be their email address and the **password will be their last name + the last four digits of their social security number**. (i.e. Bob Smith SS# 123-45-9876, password would be smith9876) Click the link to activate your account.

From: OnlineSupport@BSASoftware.com [OnlineSupport@BSASoftware.com]
Sent: Tuesday, April 28, 2015 11:16 AM
To: Mary Beutell
Subject: New Account for BS&A Online Services

Your AccessMyGov account has been successfully created.
Your User Name is: **ross.reardon@yahoo.com**

Click the link below to activate your account and start using AccessMyGov.

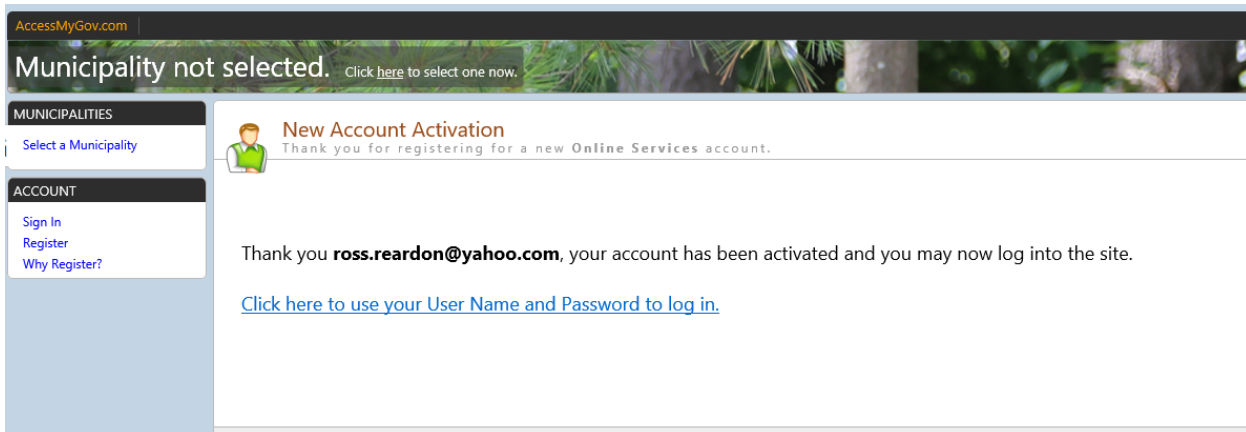
<https://www.AccessMyGov.com/Account/CompleteRegistration?user=ross.reardon@yahoo.com&uCode=E70043AC1FEF2AE3A1D98B93FBFFF444545B8AFF11AE637F49A34009A22DFD96>

If you can't click the link, then copy and paste it into your web browser's address window.

If you do not follow the link above, your registration will expire, and you will have to re-create your account.

This is an auto-generated e-mail, please do not reply to it. If you have any questions about your account, please email is@bsasoftware.com

The screenshot below shows you what will happen after clicking the activation link. Click the given link to sign into AMG.



The screenshot below shows the sign in screen. Again, the user name is the employee email address on file and the password is last name and last four of SS#.

