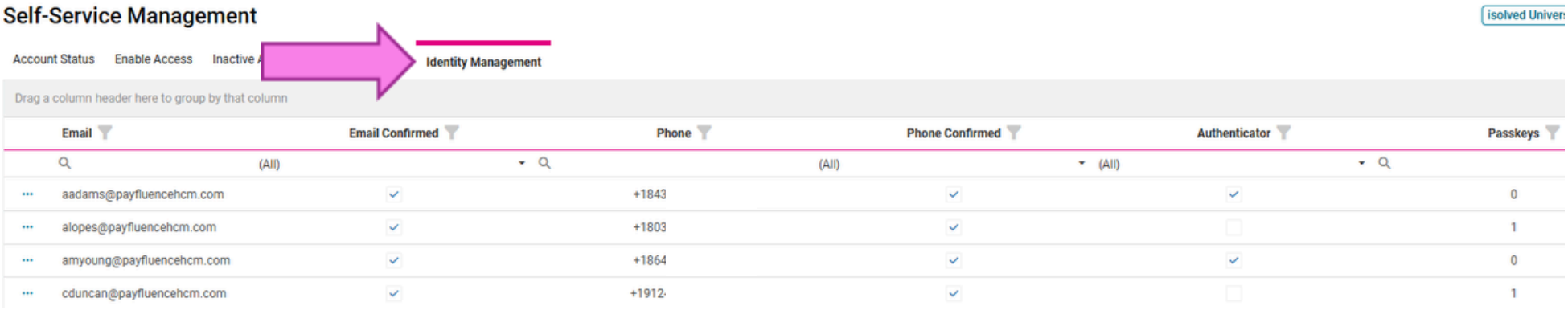
ADMIN GUIDE

Self-Service Management

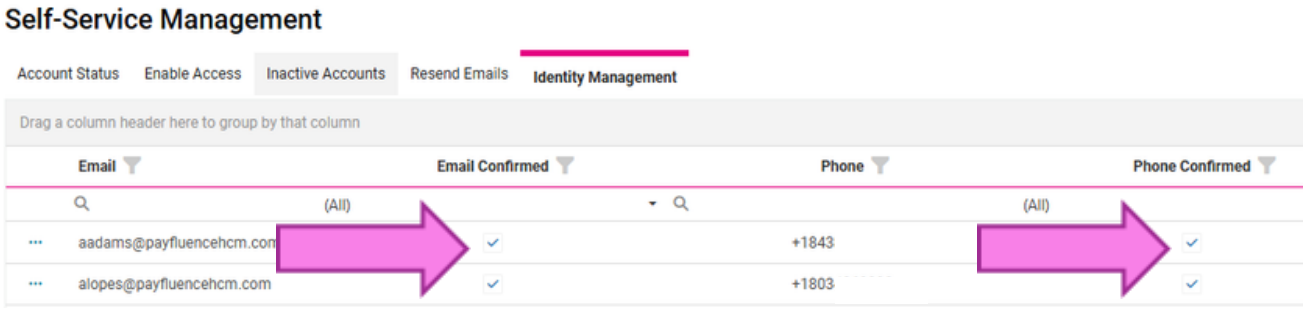
Login: Computer

Go Employee Admin Tools > Employee Administration > **Self-Service Management**. (Hint: search “Ice Man” to get to this screen.) Click on the Identity Management tab.

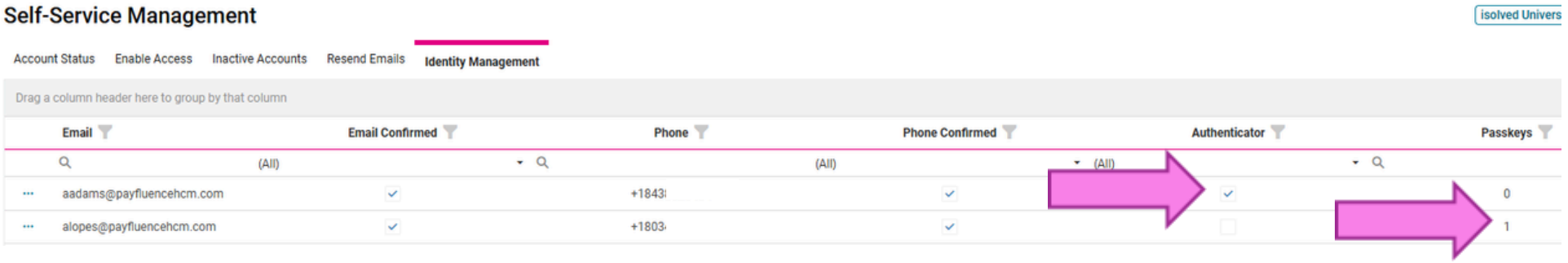


From this screen, you will be able to:

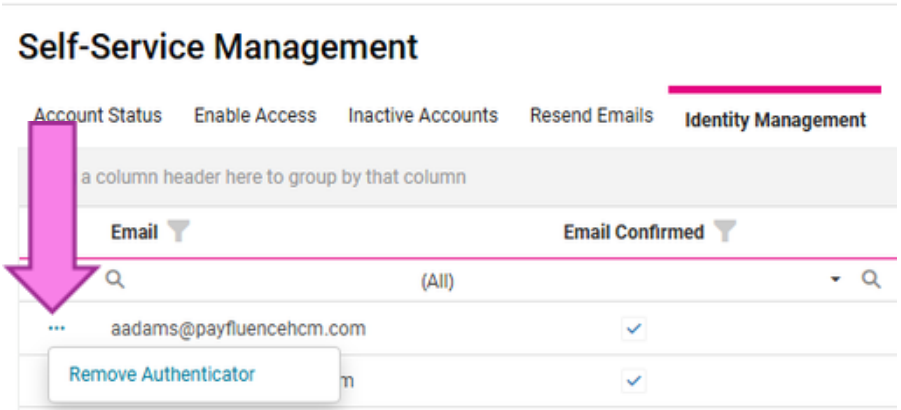
1. Check if an employee’s email & phone number are confirmed.

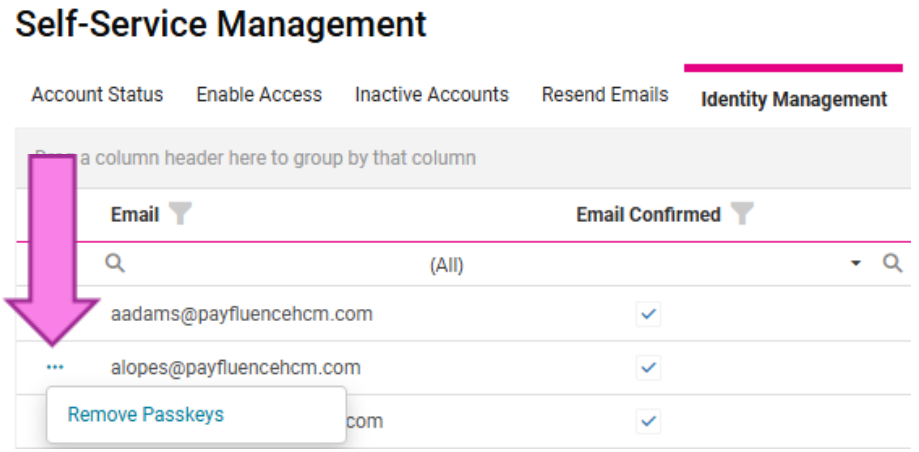


2. Check if an employee has setup an Authenticator or a Passkey.



3. Remove an employee's Authenticator or Passkey so that the employee can then reset it.





Payfluence

Service Beyond Expectation

Scan for helpful **how-to videos**: