# Employer Self Service Login User Guide

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



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)



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

   a. Employer Username
   b. Employer Password



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.