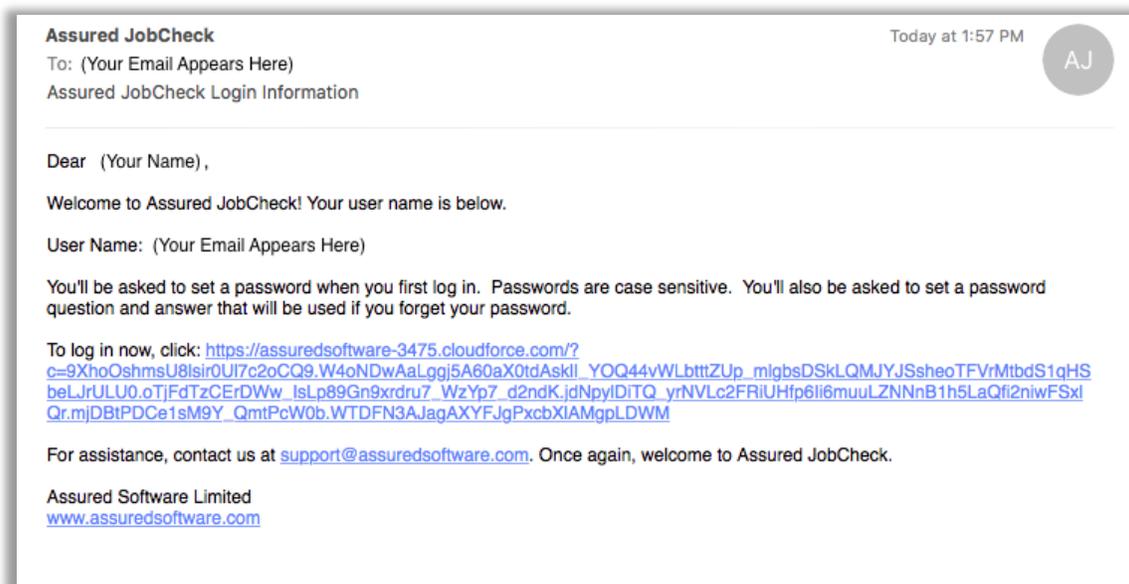


### How To: Sign Into Assured JobCheck for the First Time

This tutorial will guide you through how to log in to Assured JobCheck for the first time.

#### New Account Verification Email

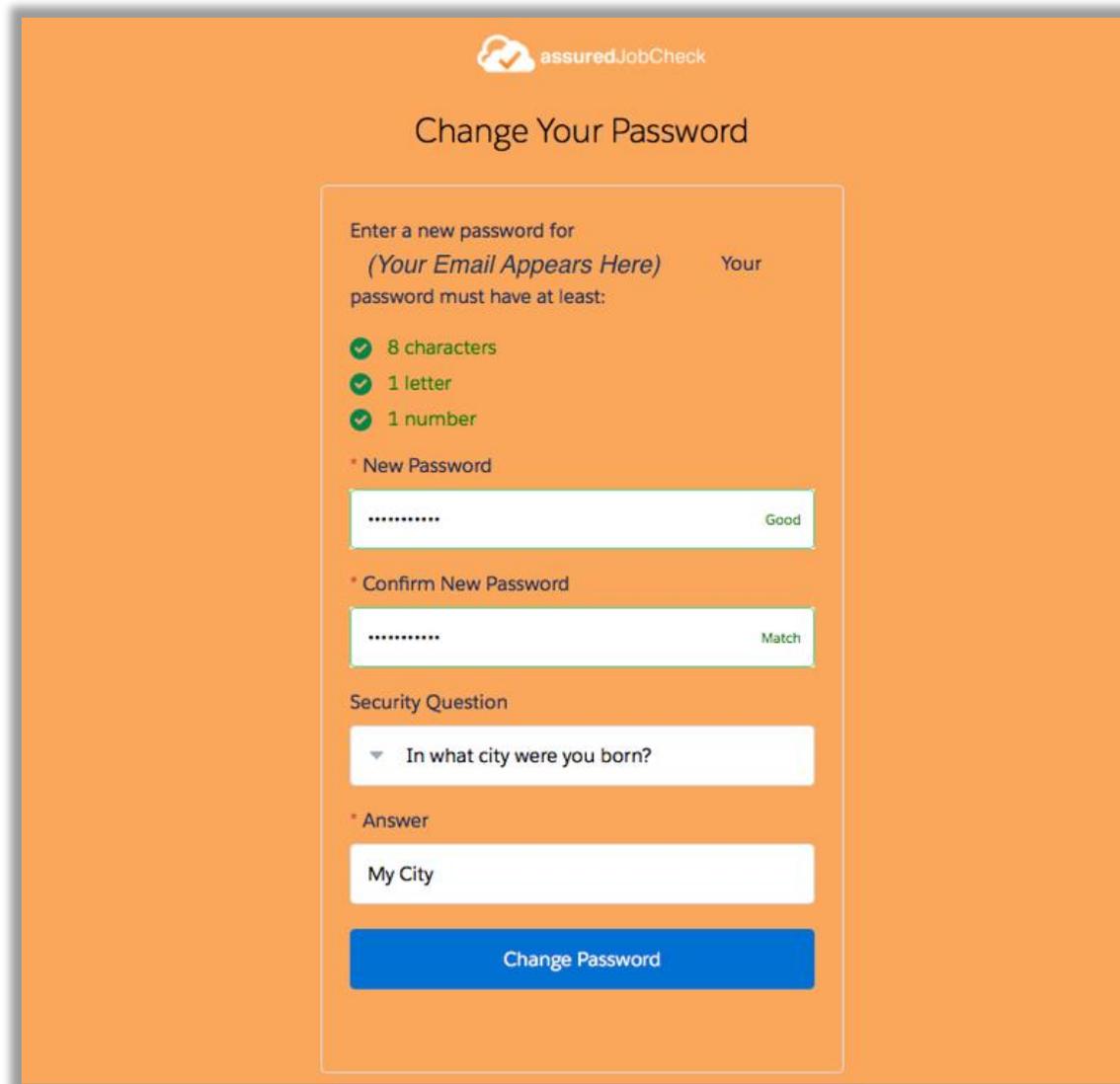
When an Assured Admin adds a new *Employee* to Assured JobCheck and enables that employee as a *User*, the new user will receive the following email:



The account verification link emailed to new users expires in six months, and users have to change their password the first time they log in. Users who click the account verification link but don't set a password need an admin to reset their password before they can log in.

### New User Account Setup

1. Click or copy the link embedded in the account verification email: “To log in now, click: <link>”
2. On the ‘New Password’ web page (shown below) → Enter a New Password.
3. Verify the New Password.
4. Select a Security Question and Answer.
5. Click ‘Change Password’ to complete your user account setup.



➤ Bookmark <https://assuredsoftware.cloudforce.com> for future access to JobCheck.

For additional support or assistance, visit our [online support portal](#), contact our technical support team at 1-877-277-9933 or email us directly at [support@assuredsoftware.com](mailto:support@assuredsoftware.com).