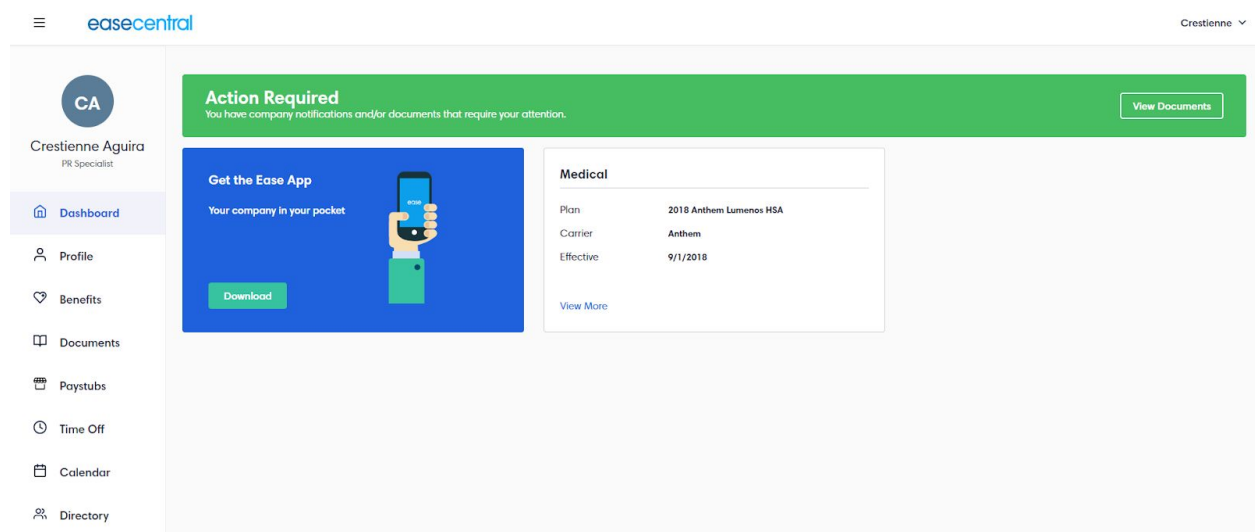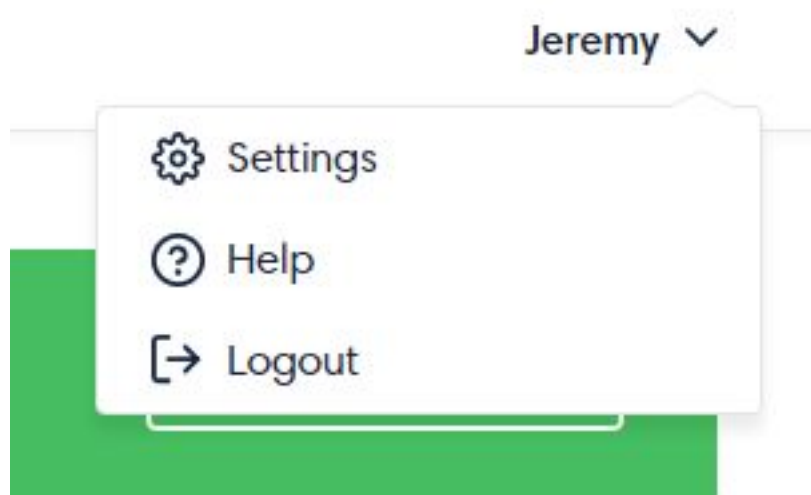# Employee Navigate Your Dashboard

Your dashboard:

- Alerts you to required actions like document review or open enrollment
- Provides access to your user settings and a Spanish translation
- Allows you to download the Ease App to your phone
- Displays your current benefits

User Menu – accessible by clicking down arrow next to your name in upper right of screen

- **Settings** – add **Login** and **Password Settings**.

Login Settings
Login & notification information for EaseCentral. For security reasons, you will receive a verification email and/or mobile phone verification if your settings are changed.

Email

Username
crestienne

Save Login Details

Mobile Phone
(718) 555-1234

Save Mobile Phone Number

Password Settings
Your password must contain a minimum of 8 characters, with at least 1 lowercase, 1 uppercase, and 1 numeric or special character. For security reasons, you will receive a verification email if your account password is changed.

Current Password

New Password

Confirm Password

Save Password Settings

- May include optional **2-Factor Authentication**

2-Factor Authentication
2-Factor Authentication is a recommended security enhancement that ensures that no person may access your account with your password alone.

Application
Configure a mobile authenticator application to generate access codes. (RECOMMENDED)

Enable

Text Message (SMS)
Receive access codes via text message to your mobile device. Message and data rates may apply.

Enable

Email
If you are unable to use your mobile device, you may also receive access codes via email.

Enable

- Select from 3 **Language** options

Language

Choose from one of the languages below.

Español · 简体中文 · 繁體中文

- **Help** – Provides contact information for your company administrator(s) and documents with information about using your dashboard.

- **Logout** – For security, click here to formally log out of your dashboard.

For more information about your Ease portal, see the following:

- User Security Settings
- Personal Profile
- Enrollment Experience
- Onboarding Experience
- HRIS Experience