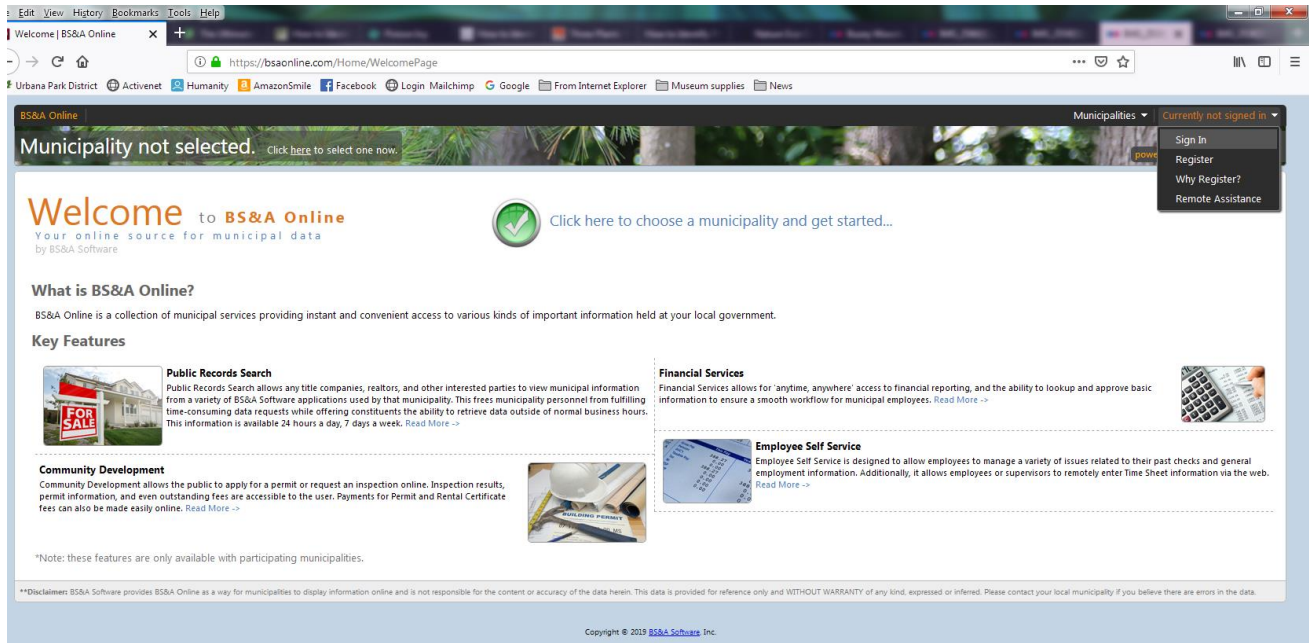


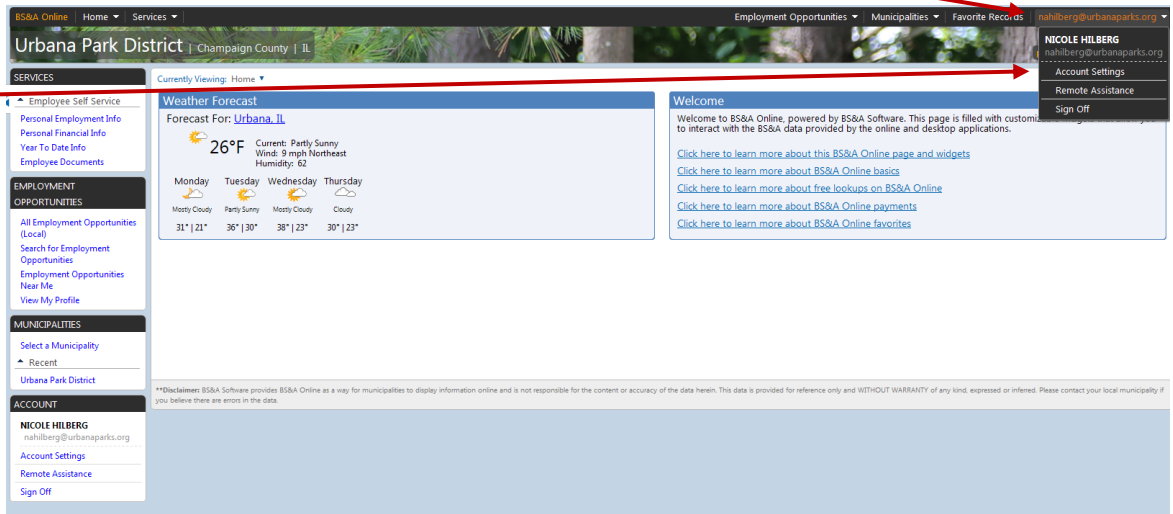
Changing your BS&A Employee Self Service Password

1. Go to <https://bsaonline.com>
2. Click in the upper right corner to drop down the menu and select Sign In



3. Enter the email address to which BS&A emailed your account confirmation as your username.
4. Enter your last name + the last four digits of your social security number as your password. For instance, roland5555
5. Click upper right drop down menu (where your email address username shows).

6. Click Account Settings.



7. Edit User Information as needed.
8. Click on the Change Password tab.
9. Follow instructions and select Change Password button.

