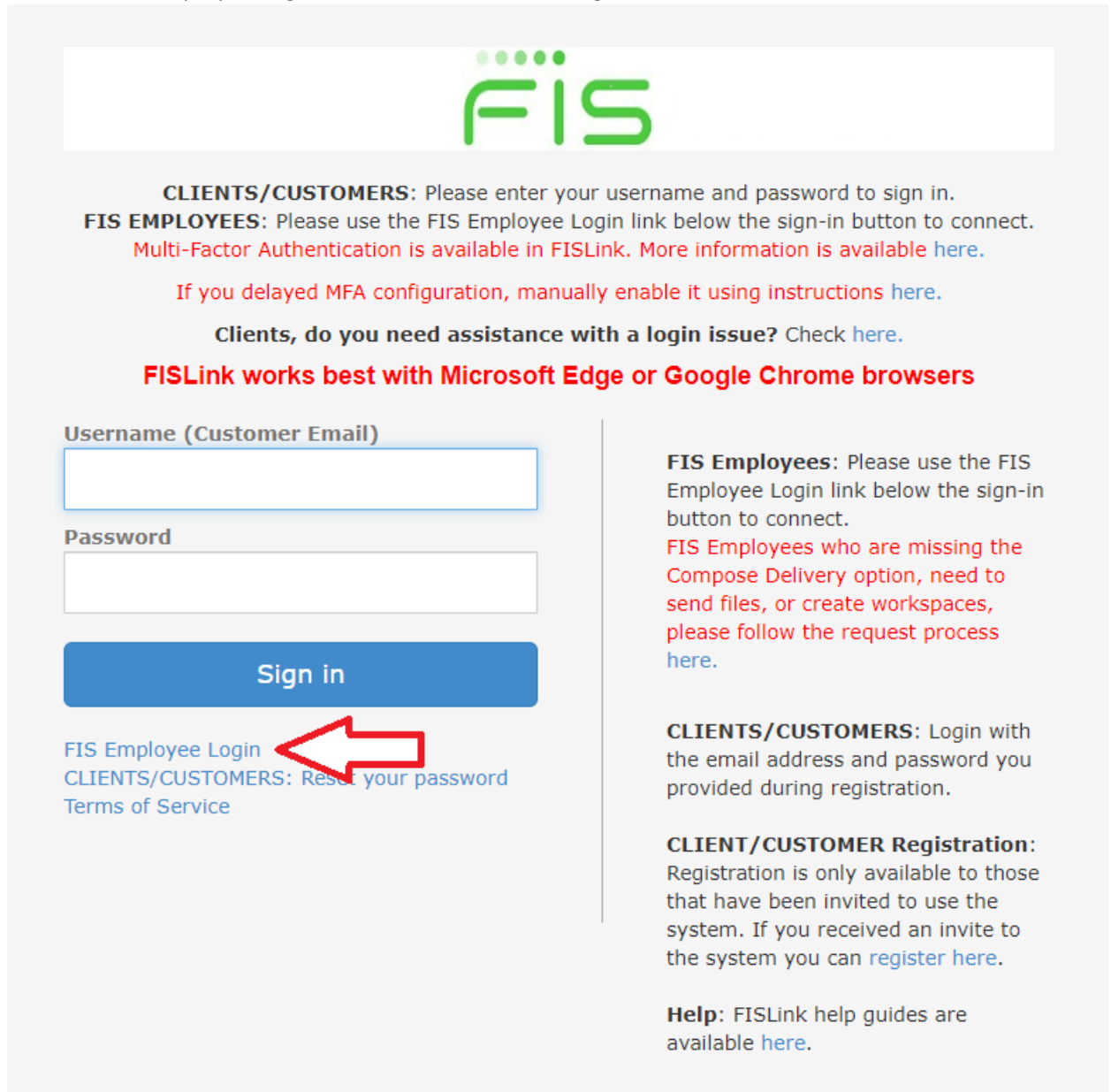


FISLink – Employee Login Instructions

1. Click the “FIS Employee Login” link located **below** the Sign In button, as shown below



FIS

CLIENTS/CUSTOMERS: Please enter your username and password to sign in.
FIS EMPLOYEES: Please use the FIS Employee Login link below the sign-in button to connect.
Multi-Factor Authentication is available in FISLink. More information is available [here](#).
If you delayed MFA configuration, manually enable it using instructions [here](#).
Clients, do you need assistance with a login issue? Check [here](#).
FISLink works best with Microsoft Edge or Google Chrome browsers

Username (Customer Email)

Password

Sign in

[FIS Employee Login](#) ←
[CLIENTS/CUSTOMERS: Reset your password](#)
[Terms of Service](#)

FIS Employees: Please use the FIS Employee Login link below the sign-in button to connect.
FIS Employees who are missing the Compose Delivery option, need to send files, or create workspaces, please follow the request process [here](#).

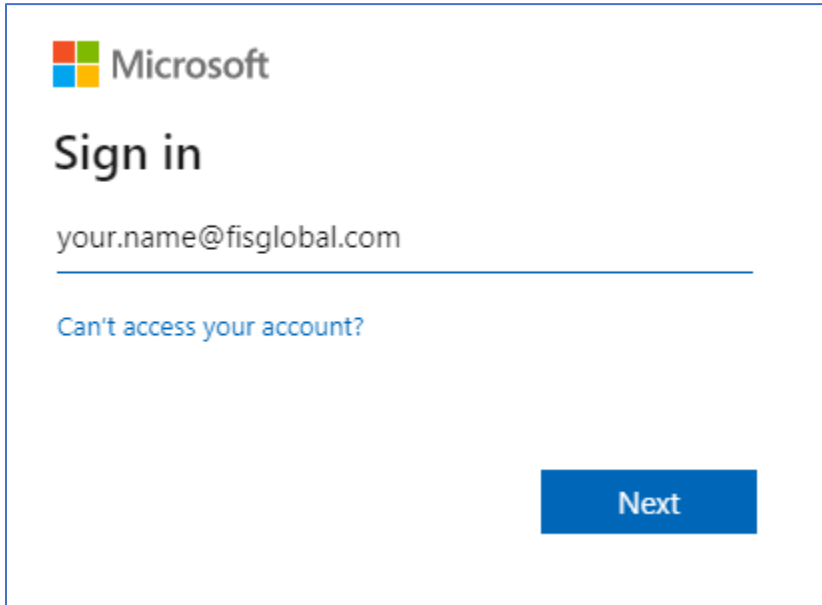
CLIENTS/CUSTOMERS: Login with the email address and password you provided during registration.

CLIENT/CUSTOMER Registration: Registration is only available to those that have been invited to use the system. If you received an invite to the system you can [register here](#).

Help: FISLink help guides are available [here](#).

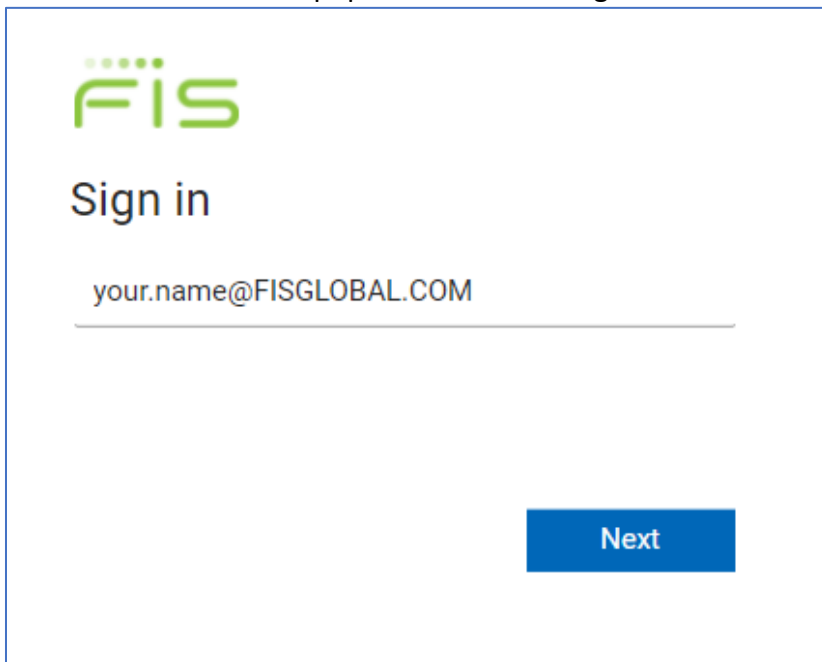
2. You will be prompted to authenticate. Use the directions below which shows the authentication process.

3. You will be redirected to the Microsoft sign in, enter your FIS email address, and click **Next**.



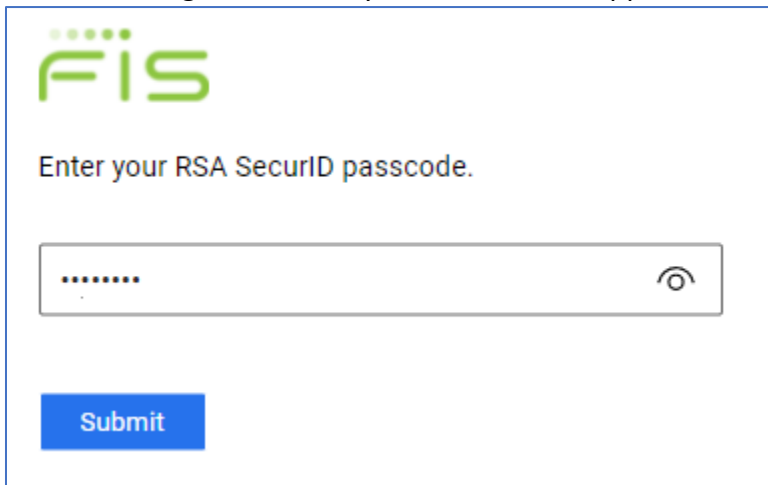
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing the placeholder text "your.name@fisglobal.com". Below the input field is a link that says "Can't access your account?". At the bottom right of the page is a blue button with the text "Next".

4. Your email should auto-populate on the FIS sign in. Click **Next** to continue.



The image shows a FIS sign-in page. At the top left is the FIS logo. Below it is the text "Sign in". There is a text input field containing the placeholder text "your.name@FISGLOBAL.COM". At the bottom right of the page is a blue button with the text "Next".

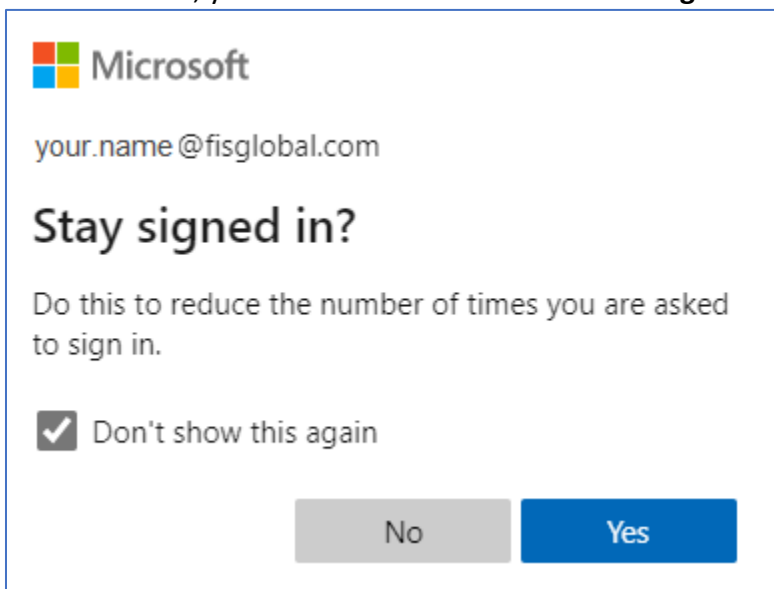
5. Enter the 8-digit code from your SecurID RSA app.



The screenshot shows the FIS login interface. At the top left is the FIS logo in green. Below it, the text reads "Enter your RSA SecurID passcode." There is a text input field containing eight dots, representing the passcode, with a small eye icon on the right side to toggle visibility. Below the input field is a blue "Submit" button.

Note: If you are already on vpn then the secure ID RSA is not applicable.

6. You might be prompted to "Stay signed in?" To reduce the number of times this process will be needed, you can check the **Don't show this again** box and then click **Yes**.



The screenshot shows a Microsoft dialog box. At the top left is the Microsoft logo. Below it, the text reads "your.name@fisglobal.com". The main heading is "Stay signed in?". Below the heading, the text reads "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is checked. At the bottom, there are two buttons: "No" (grey) and "Yes" (blue).

7. You should now be logged in to FISLink and can proceed as normal.