


FISLink-EMEA – Employee Login Instructions

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



CLIENTS/CUSTOMERS: Please enter your username and password to sign in.
FIS EMPLOYEES: Please follow [this](#) process to sign-in.
Multi-Factor Authentication (MFA) is Enabled. Information regarding set-up can be found [here](#)

Username (Customer Email)

Password

Remember my username

Sign in

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

FIS Employees: Please follow [this](#) process to sign-in.
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.

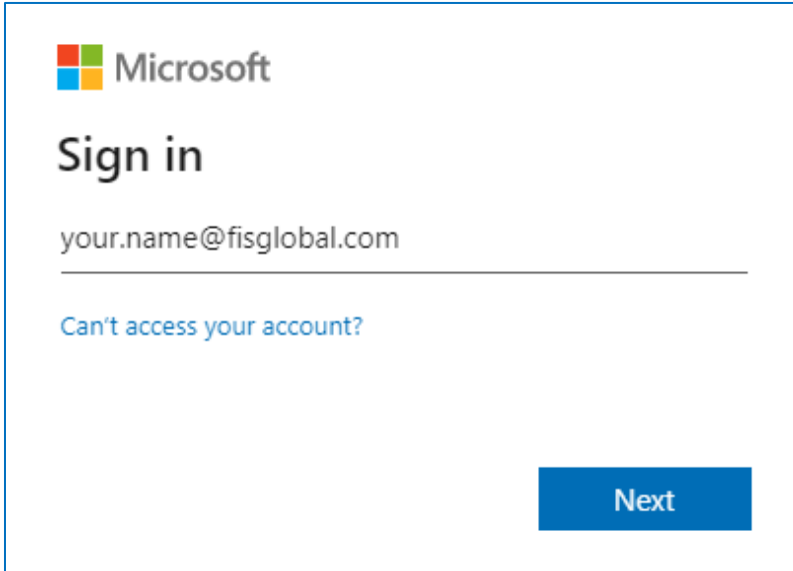
CLIENT/CUSTOMER Registration: Registration is only available to those that have been invited to use the system. If you received an invite to the system you can [register here](#).

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

You will now be prompted to authenticate.

Use the directions below which shows the authentication process.

2. You will be redirected to the Microsoft sign in page.
Enter your FIS email address, and click “**Next**”.



Microsoft

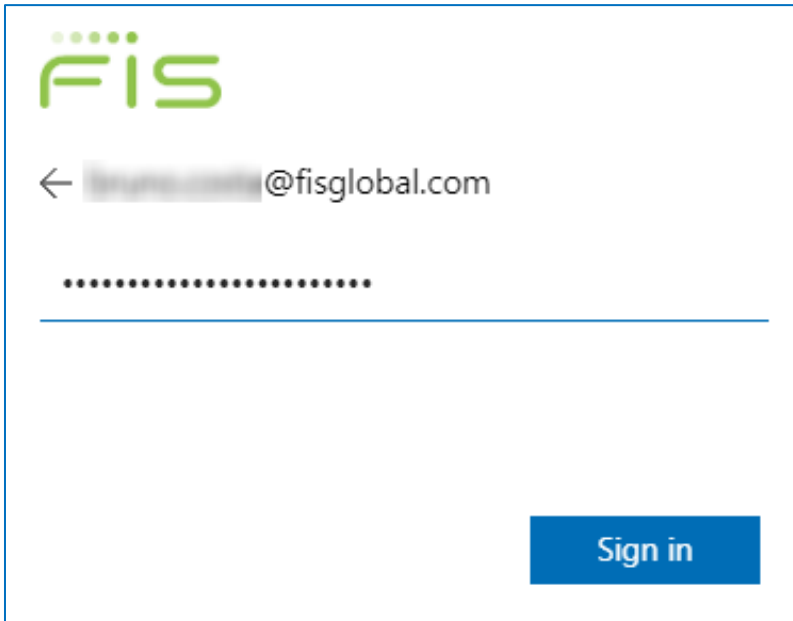
Sign in

your.name@fisglobal.com

[Can't access your account?](#)

Next

3. Enter your FIS password and click “**Sign in**” to continue.



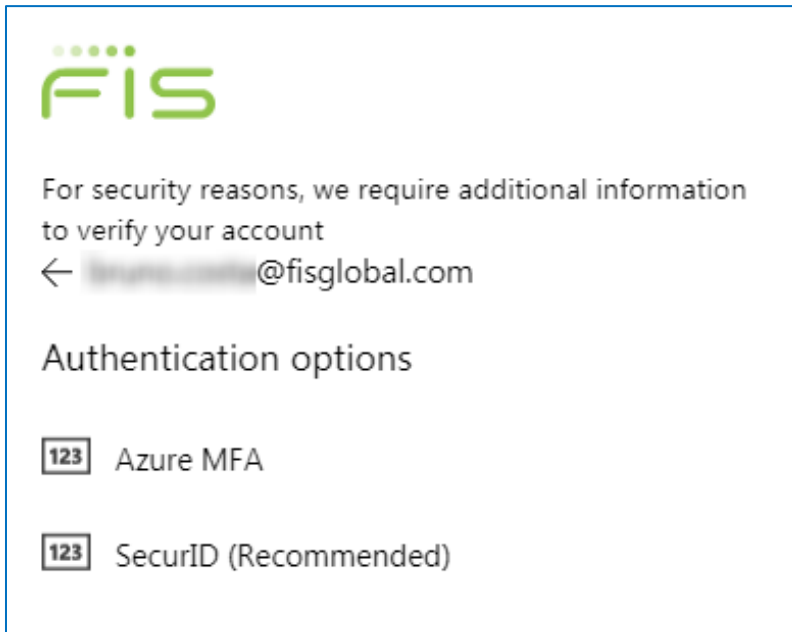
FIS

← [redacted]@fisglobal.com

.....

Sign in

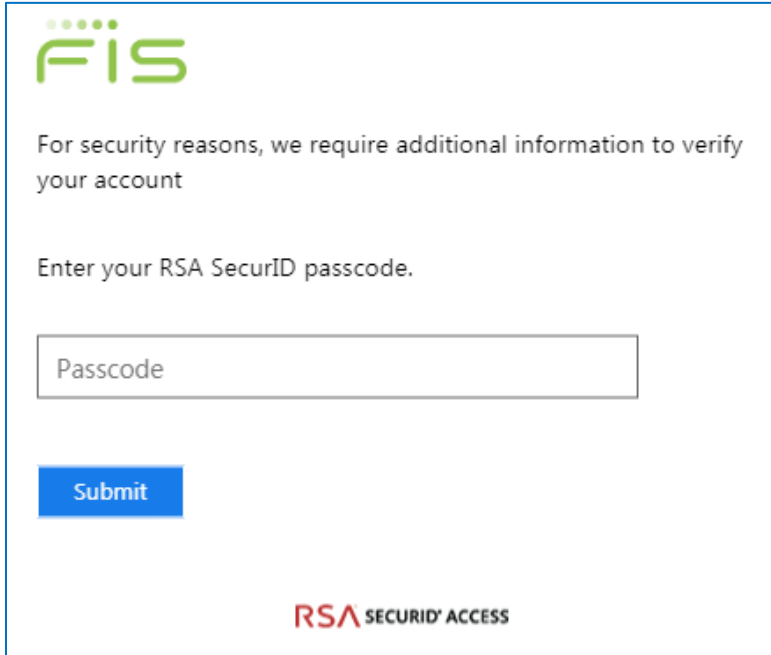
4. Select "Secure ID"



The screenshot shows the FIS logo at the top left. Below it, the text reads: "For security reasons, we require additional information to verify your account". Underneath, there is a back arrow icon followed by a blurred email address and "@fisglobal.com". The section is titled "Authentication options" and contains two radio button options: "123 Azure MFA" and "123 SecurID (Recommended)".

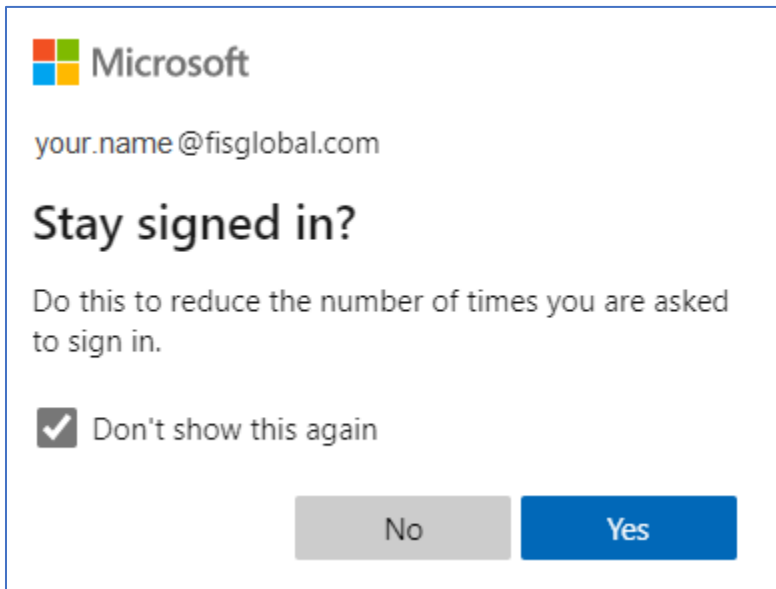
5. Enter the 8-digit code from your SecurID RSA app and click "Submit"

Note: If you are connected to the FIS Network (on VPN or in-Office), SecurID might not be required.



The screenshot shows the FIS logo at the top left. Below it, the text reads: "For security reasons, we require additional information to verify your account". Underneath, the text says: "Enter your RSA SecurID passcode." Below this is a text input field with the placeholder text "Passcode". At the bottom left, there is a blue "Submit" button. At the bottom center, the "RSA SECURID ACCESS" logo is displayed.

6. **IF** you see this screen and want to reduce the number of sign-ins: Check the **Don't show this again** box if prompted and click **Yes**.



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