



As a Sysco associate, you have a lot on your plate (or loaded on your pallets). We're making it easier for you to get and stay connected to Sysco tools and resources. Some of these tools and resources provide you with great information to stay up to date on things happening in the company, while others are or will be required for you to perform your job. And most importantly, you'll use your Sysco Network ID to access your pay stub as Workday becomes our new payroll system.

¿Hablas español? Vaya a SyscoBenefits.com/SSPR instrucciones en español.

Name:

<<firstname>><<lastname>>

Title:

<<jobtitle>>

Sysco Site:

<<syscoositename>>

Address:

<<number>><<streetname>>

<<apt/unit/ste>>

<<cityname>>, <<ST>>

<<zipcode>>

Supervisor Name:

<<firstname>><<lastname>>

Your Sysco Network ID

Your Sysco Network ID allows you to access many important Sysco systems like Workday and our new scheduling system, Quinyx. To access these systems, you need to set up a password, and you need your Sysco Network ID to do that.

Sysco requires all associates to reset their passwords every 90 days. Self-Service Password Reset (SSPR) allows you to reset your password in a few quick clicks from a kiosk, desktop, tablet or smartphone without having to call the Help Desk. See the instructions for how to set up your password and SSPR on the other side of the brochure.

Take Action Today!

Follow the steps in this brochure to get your Sysco Network ID and password established.

Knowing your Network ID is an important part of staying connected and accessing systems that are critical to your life at Sysco. The Sysco Network ID provided in this brochure is the same Network ID you use to access SWMS and Roadnet, though your passwords may be different. You will need to keep track of the passwords you have for different applications, as they may not all be the same. Attach this badge card to your badge clip or lanyard for easy reference.

Name:

<<firstname>><<lastname>>

Sysco Network ID:

<<networkid>>

UPN / Username:

<<upn>>



Name

<<firstname>><<lastname>>

Network ID

<<networkid>>

UPN / Username

<<upn>>

You will use your Network ID to log into Sysco systems. You will use your UPN / Username if you forget your password or get locked out of your account.

You will be prompted every 90 days to choose a new password.

If you have SSPR, you will be prompted through that system to reset your password.

Our New Digital Landscape

In our trucks and warehouses, we use handheld devices to get our work done. Delivery Partners use GPS to get from one customer to another. Customers place orders and review invoices online. As our trucks, warehouses and customer tools become more digital, we're also making it easier for you to access important Sysco tools and resources from a laptop, desktop computer or mobile device.

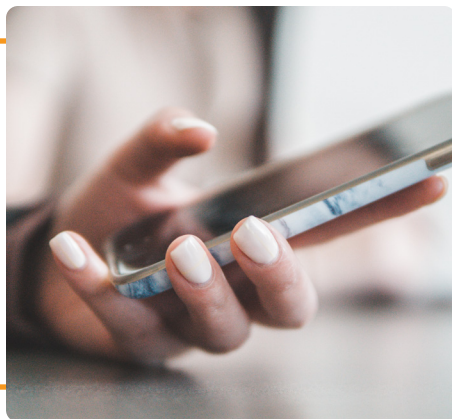
Your Sysco Network ID drives key Sysco systems that help you get paid, update contact information and view your schedule. When you set up Self-Service Password Reset (SSPR), resetting your password is easy so you can stay connected, get the information you need and take action when required.

Already know your Sysco Network ID and have a password set up?

Double-check to make sure your password is working—and if it's not, reset it. Also, see the other side of this mailer for more information on tools and resources you can start using today.

Have Questions? Need Help?

If you need help with your password or Sysco Network ID, contact the Sysco Service Desk at **1-866-981-1190**. You can find additional resources on **SyscoBenefits.com/SSPR**.



Part 1: Reset Your Temporary Password

Your supervisor or manager has provided you with a letter that includes two pieces of information you need to reset your password:

- Your Sysco Network ID (also included in this brochure)
- Your temporary password which you will only use to login the first time to set up your new password

With this information, you can get started. Completing all of the steps for Part 1 and Part 2 will take about 20 minutes, so set aside some time. Follow these steps to set up your password and gain access to important Sysco systems.

1. Go to **Sysco.workspaceoneaccess.com** or scan the QR code below from your smartphone.
2. Enter your Sysco Network ID (provided in this brochure) and then click *Next*.
3. On the next screen, enter your temporary password (from the letter provided to you by your supervisor or manager) in the *Password* field.
4. Enter your temporary password again in the *Old Password* field and then click *Sign in*. After this, you will no longer use your temporary password.
5. In the *New Password* field, enter a new password:
 - Passwords must be a minimum of ten characters and contain at least three of the following: an upper case letter, a lower case letter, a number and one of these special characters: @, %, \$ or _.
 - You cannot use any other special characters.
 - New passwords cannot be one of your six previous passwords.
6. Re-enter your new password in the *Re-type Password* field.
7. Click *Sign-in* to change your password. Once your password is changed, close the browser window.

To complete
Part 1 from your
smartphone,
scan this QR code.



Your UPN / Username

If you can't remember your password and need to reset your password or if you get locked out of your account, you will use your UPN / Username to access your account. It's printed on your badge for easy reference.

Part 2: Register for SSPR

Every time you reset your password, you will be asked to validate who you are so that the password reset can happen securely. Establishing your identity for password resets requires that you register for SSPR.

1. Go to the Sysco Password Manager at <https://passwordreset.sysco.com>.
2. Select the *Registration* option.
3. You **may be** asked to follow some additional steps:
 - If you are asked to enter your email, enter your Sysco Network ID with @sysco.com added. You cannot enter your Sysco Network ID or enter a different email address. For example, if your Sysco Network ID is Batman123, enter Batman123@sysco.com.
 - If you are asked for your User ID, enter your Sysco Network ID (provided in this brochure) *without* the @Sysco.
 - If you are asked to enter your password, enter the new password you set up in Part 1.

If you **are not** asked to go through these additional steps, you will be taken directly to #4.

4. You will be taken to a page that says Security Info. Click on *+Add Method*.
5. From the drop down, choose the method you want to use when you need to reset your password.
 - We suggest you use the phone method since it's easiest. A code will be sent to your smartphone, and you will enter this code to reset your password.
 - However, you can use any method you wish.
6. Follow the instructions to set your method.

For additional information about SSPR, scan this QR code.



Now You're Connected

Once you have completed Part 1 (resetting your password) and Part 2 (registering for SSPR), you are connected! Now you can start accessing and using the quick and convenient tools that Sysco has to make it easier for you to get your work done, stay on top of Sysco news and manage your pay.

Quinyx *(Applies to USBL and Canadian Warehouse and Transportation associates)*

Quinyx is rolling out across the organization over time. Quinyx makes it easy to access and view your schedule from your smartphone, computer or tablet or from a kiosk at your Site. No more checking bulletin boards or getting late night texts or calls. In just one click, you'll be able to view your schedule. For questions about Quinyx or to find out when it will come to your location, speak to your manager or HRBP.

Workday *(Applies to all U.S. associates)*

Workday is perfect for associates who are constantly on the move. You can use it from your computer (at home or from a kiosk at work) or a smartphone or tablet with the Workday app. You'll use Workday to update your personal contact information and manage certain pay-related details, such as your direct deposit. Keep in mind that certain pay-related transactions cannot be done from the mobile app; you must log in from a computer. Go to **SyscoWorkday.com** and click the orange *Join Workday* button, or download the Workday app.

Sysco To Go *(Applies to all U.S. associates)*

With Sysco To Go, you can connect with other Sysco associates by participating in online communities and joining conversations on topics that interest you. It's convenient—access it from the Sysco to Go app or the web. You can find instructions for downloading the app and accessing Sysco To Go at **<http://syscotogo.com/>**.

Online Learning Tools *(Applies to USBL Warehouse and Transportation associates)*

With lots of new transformation initiatives underway, sometimes you will be asked to complete required learnings to understand how job requirements are changing. Your Sysco Network ID drives your access. You'll be notified when a learning is assigned to you and provided with instructions.

Is Your Address Correct?

Did you notice your home address on file in this brochure? If it is not correct, that means personalized information like benefits or tax-related information can't get to you. Log in to Workday today to make sure all of your personal information is up to date.