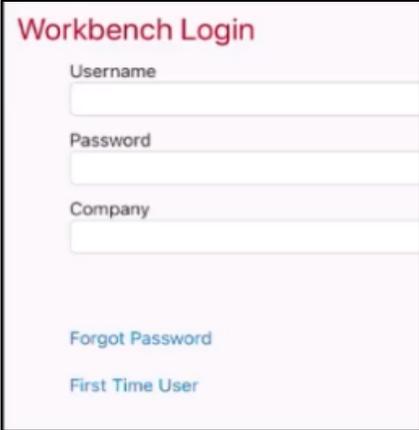
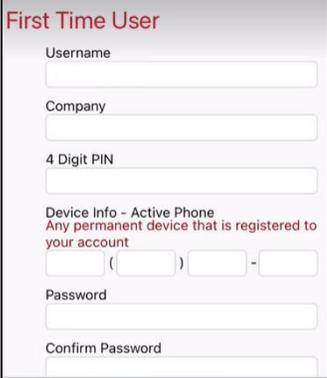


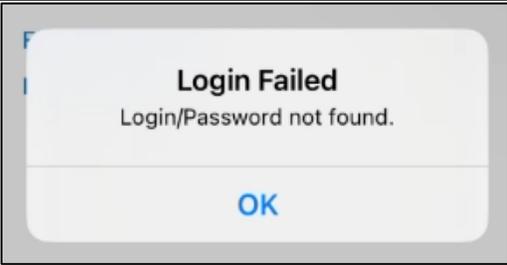
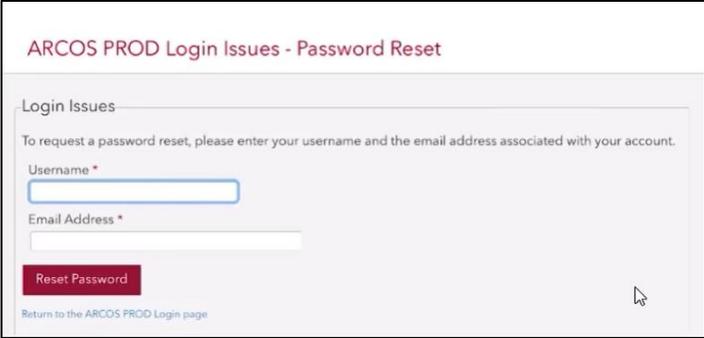
AEP Business Partners – ARCOS Login Step by Steps

AEP Business Partners – ARCOS Login	
First Time Login	
1	<p>Receive External email from callout@rostermonster.com with the subject line: Credentials for ARCOS Mobile Workbench.</p> <p>Copy the USER NAME. This will be your <u>username</u> for ARCOS login.</p> <p>Hi [redacted],</p> <p>While working [redacted] you may be asked to use ARCOS Mobile Workbench to receive work assignments.</p> <p>To access the application, please visit the Apple App Store or Google Play Store and download the "ARCOS Mobile Workbench" app. Select the "First Time User" option and use the following credentials:</p> <p>Apple App Store: [redacted] Google Play Store: [redacted]</p> <p>User Name: [redacted] Company: [redacted]</p> <p>Then follow the on screen instructions to set your password.</p> <p>Thanks</p> <p>===== REF: [redacted]</p>
2	<p>Download and open the ARCOS application on your mobile device.</p> <p>Select First time User at the bottom of the screen.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
3	<p>Enter the User Name from your email into the Username field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
4	<p>Enter in aep in the company name field. The PIN and phone fields will disappear.</p>

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5	<p>Enter the password you would like to use and select Submit.</p> <p>NOTE: Use cybersecurity best practices for safe passwords. ARCOS will require you to use a capital letter, a lowercase letter, and a number in your password.</p> <p>RESULT: A Server Response Message: Update Successful will appear and you will receive an email from callout@rostermonster.com with a subject line: AEP – Account Alert! Stating that a password was just created for your account.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Server Response Update Successful</p> <p style="text-align: center; color: blue;">OK</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>ARCOS User Account Email</p> <p>for: [REDACTED]</p> <hr/> <p>We are writing to inform you that a password was just created for your ARCOS account using the First Time Login feature</p> <hr/> <p>If you did not initiate this, please contact your ARCOS administrator.</p> </div>
6	<p>On the login screen, enter your Username [User Name from email], your newly created password, and AEP in the company field.</p> <p>NOTE: AEP is not case sensitive.</p>
<p>Steps for Resetting Your Password on the ARCOS Mobile Workbench application</p>	
1	<p>ARCOS Mobile Workbench REQUIRES that you make one login attempt prior to selecting Forgot Password and wait 60 seconds/1 minute.</p>

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2	<p>On the ARCOS Mobile Workbench application, select Forgot Password.</p>  <p style="text-align: center;">RESULT: A web browser page will open to a password reset page.</p>
3	<p>Enter your Username and Email Address [provided to AEP by your company].</p> 
4	<p>Select Reset Password.</p> <p>RESULT: If you provided the correct username and email address associated with your account, you will see a Request Submitted screen.</p> 
5	<p>When you receive the email from callout@rostermonster.com, click/copy the link to reset your password.</p> <p style="text-align: center;">NOTE: The reset url/link is only valid for 3 hours!</p>

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	<p>ARCOS User Account Email</p> <p>for: </p> <hr/> <p>Password reset request</p> <p>Please click the following link to reset your password.</p> <p>Click here or copy this URL into your browser:</p> <p></p> <p style="border: 1px solid red; padding: 2px;">This link is valid until: 04/04/2023 15:46 ET</p> <p>RESULT: A Password Reset window opens in your browser.</p>
6	<p>Create your new password and confirm it, and then select Submit.</p> <p>NOTE: Use cybersecurity best practices for safe passwords. ARCOS will require you to use a capital letter, a lowercase letter, and a number in your password. Your new password must be different from your previous password.</p> <div data-bbox="391 905 769 1325" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Password Reset</p> <p>Please create a new password.</p> <p>New Password *</p> <input type="password"/> <p>Confirm Password *</p> <input type="password"/> <p style="text-align: center;">Submit</p> <p style="text-align: center;">Return to the ARCOS QA Login page</p> </div> <p>RESULT: You will receive a confirmation message that says the save was successful and your password was updated.</p> <div data-bbox="386 1436 1049 1570" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>ARCOS </p> <p>Save successful</p> <p>Password updated.</p> </div>
7	<p>Return to the ARCOS Mobile Application and log in with your username and your new password.</p>