HOW TO LOG INTO ⦿⦿⦿ CONNECT

YES — **DO YOU ALREADY HAVE A COMPANY-ISSUED EMAIL ADDRESS?** — **NO**

Use Single Sign-On

1. Click on the Connect icon ⦿⦿ on your desktop or enter **connect.samuel.com** in the address bar of your web browser of your Samuel laptop or desktop computer.

   If you have a company-issued phone, the Connect icon ⦿⦿ will be available on that device as well.

2. Click on the black 'Company Single Sign-On' button. [Company Siingle Siign-On]

3. If prompted, enter your user ID and the password you normally use to login to your computer.

Helpful Hints:

- **IMPORTANT:** Only **connect.samuel.com** should be entered! (Do NOT include www or http:// in the URL.)

- Recommend using Chrome or Firefox browsers (not Internet Explorer).

ⓘ Technical Support

If you need to update your personal email or have any difficulties logging in, please contact IT at **866-281-6060** (available 7 a.m. – 8:00 p.m. ET).

Failure to provide this information may limit your ability to participate in other company programs.

Use Personal Email Address

1. Enter **connect.samuel.com** in the address bar of your web browser of your desktop or any other mobile devices. You will need a personal email address, your user name (typically firstname.lastname) and password to log in.

2. **If you don't know your personal email address on record with Samuel**, see ⓘ **Technical Support**.

3. **If you don't know your user name**, click on the 'Forgot Password' link.
   - Enter your personal email address that you have on record with Samuel. Select 'Forgot user name', and 'Submit'. You will receive an email confirming your user name.

   Forgot Password
   samuel-employee@gmail.com
   ● Forgot user name
   ○ Forgot password
   Submit   Cancel

4. **If you don't know your password**, click on the 'Forgot Password' link.
   - Enter your personal email address, select 'Forgot password', and 'Submit'. You will receive an email with a link to reset your password.

   Forgot Password
   samuel-employee@gmail.com
   ○ Forgot user name
   ● Forgot password
   Submit   Cancel

5. Once your password is reset, return to Connect. (**connect.samuel.com**)

6. Enter user name & password, and click on the 'Sign In' button.

SAMUEL 1855

HOW TO LOG INTO CONNECT

THERE ARE TWO WAYS FOR YOU TO ENTER THE SYSTEM AND MAKE YOUR BENEFIT ELECTIONS.

Option 1 – Journeys

- You will receive an email notification from **Workflow x Connect**. It will look like this

- When open enrollment begins, you will receive a notification which says '**Enroll or waive Samuel benefits US**'. Just click on the link and begin enrolling!

Hello John

You have new tasks.

The tasks listed here are assigned for John Doe.

Action Required

Task	Due Date	Required	Details
Elect, opt-out or waive benefits	10/6/25	Yes	Details

FYI

Task	Due Date	Performer	Status

Connect Journeys

Option 2: Enroll directly in Connect

- After successfully logging in, you land on the Connect home page.
- Click the Benefits icon.
- Then, click Enroll Now and begin enrolling!

Good afternoon, <employee name>

Me   My Team

QUICK ACTIONS   APPS

Personal Details
Document Records
Identification Info
Contact Info
Family and Emergency Contacts
My Organization Chart

Directory   Absences   Career and Performance   Personal Information

Learning   Benefits   ADP

Your Benefits
We've found enrollment opportunities for you.

Enroll Now