

## Employer Login Instructions

**After receiving the authorization email from MOSERS, follow these steps to register and log in to the Phoenix Employer Portal:**

1. Click the **Register** button in the authorization email.
2. The **Forgot Password** screen will appear. Enter your employer email address on file with MOSERS, then click **Continue**.
3. You will receive a **Reset Password** email. Click the **Password Registration/Reset** link in the email.
4. On the **Reset Password** screen, create a new password for your account, then click **Reset Password**.
5. You will see a confirmation message once your password is successfully registered. Click **Return to Login** to continue.
6. Enter your employer email address and newly created password, then click **Login**.
7. MOSERS will send a verification code to your employer email address. Click **Continue**.
8. Enter the six-digit verification code sent to your email, then click **Continue**. The code is only valid for 15 minutes.
9. You will be redirected to the **Change Profile** screen in Employer Reporting. To keep your account secure, we recommend adding a **Multi-Factor Authentication** method, such as a phone number or authenticator app.
10. Congratulations! You are now logged in to the Employer Portal.



### Password Requirements

- Minimum 12 characters with a maximum of 64 characters.
- Passwords are case sensitive.
- Must **not** be a previously used password.
- Must **not** be on a known breached password list.
- Must **not** contain your National ID/Social Security number.
- Must **not** contain your Email Address.
- Must **not** contain spaces.
- Must **contain** at least 3 of the following:
  - Upper case
  - Lower case
  - Number
  - Special character ! # \$ ( ) \* + , . / : ; ? @