

EMPLOYEE SELF SERVICE PORTAL SET UP INSTRUCTIONS

Please follow these steps carefully, if they do not work call the office:

1. www.centurymech.com
2. Select “EMPLOYEES” tab



817.293.3803

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3. Select “First-Time User Register Here”

A screenshot of the Century Employee Self Service portal. The page has a grey header with the text "Century Employee Self Service" in blue. Below the header is a white login area. On the left, there are two input fields: "Username" and "Password", each with a small red asterisk indicating a required field. Below these fields is a blue "Logon" button. Underneath the button are two links: "Username and Password Help" and "First-Time User Register Here", with the latter highlighted in yellow. On the right side of the login area, there is a message: "Enter your username and password to access your personal home page." At the bottom left, there is a link for "Copyright/Trademarks | Privacy Policy". At the bottom right, there is the "sage" logo in green. A small circular icon with the letter "f" is centered at the bottom of the page.

- a. The * means that the information is required.

Create New Logon

To set up your Logon, provide the following information:

Last Name	*	<input type="text"/>	Not case-sensitive
Social Security Number	*	<input type="text"/>	xxx-xx-xxxx
Or			
Social Insurance Number		<input type="text"/>	xxx-xxx-xxx
Date of Birth	*	<input type="text"/> 	mm/dd/yyyy
Security Question	*	<input type="text"/>	
Security Answer	*	<input type="text"/>	

Save

Cancel

4. Enter your last name (**this is not case-sensitive**, per instructions)
5. **It is optional to enter social security number because it does not have an * next to that field. DO NOT enter anything in the "Social Insurance Number" field**, you very likely do not have a social insurance number as this is only for Canadian employees.
6. Enter your date of birth in **mm/dd/yyyy format** (per instructions)
7. Select a security question and write a security answer (choose something that you can remember).

From here it should allow you to create a username and password. Make sure that the username and password follow the criteria that we have set up. If you continue to have trouble let us know.