

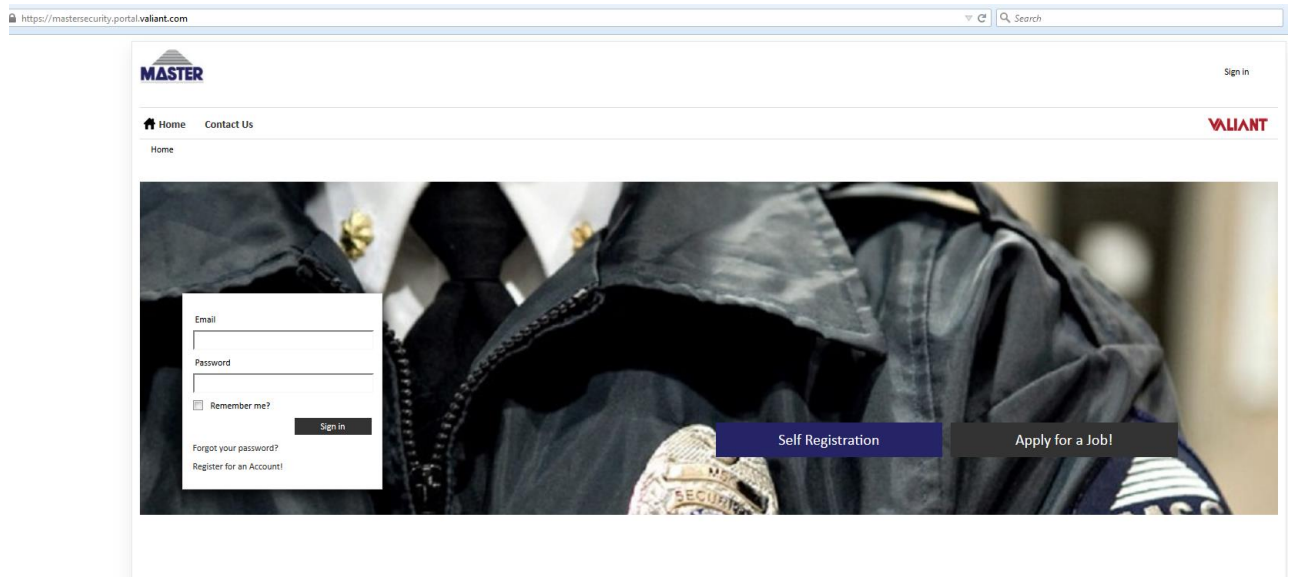
Employee Self Service Registration Instructions

Welcome to your on-line employee experience. This site affords you access to your information such as pay statements, reprints of W2 tax forms and a view of your schedule (if applicable). This information is available to you on demand, anytime and anywhere you have internet access.

The following are instructions for Self Registration. If you experience any difficulty with registration please contact:
Payroll@mastersecurity.us

Step 1: INITIAL REGISTRATION MUST BE DONE FROM A COMPUTER. IT WILL NOT WORK FROM A PHONE. After initial registration any browser (phone, tablet or PC) will work
Using any internet browser type in the web address <https://mastersecurity.portal.valiant.com>

The following screen will be displayed. Select the “Self Registration” button.



Step 2: On the next screen (see below) enter a login name in the format of an email address. This will have to be a valid, working email account. Subsequent to registering the system will send an email to this address with a link returning you to the sight to establish a password and security question.

Enter your Social Security Number and Date of Birth.

Select validation method;

Email – to use this method you will need to enter the same email address as the one you provided your employer and is included in your employee profile. Typically this will be the same email address as the email/login.

Pay Check – using this method you will enter the check or voucher number most recently received and the net amount of payment.

Self Service Registration > K... X

https://mastersecurity.portal.valiant.com/SelfServiceRegistration/1184c146-571e-4f04-979e-fd6d5942098c/Register

MASTER Sign In

Home Contact Us VALIANT

Home | Self Service Registration | Register

Self Service Registration

Employee Self Service Registration

Welcome! Valiant Portal 1 is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will do the following:

Please enter your user credentials, a valid email address is required and must be used as your login username. Once you have completed the self-registration form, you will receive an email with a link to login and validate your account. This includes selecting a password. After validation you may log into the system. At first login, you will be prompted to choose a security question. This question will be used to protect your account when password resets are needed.

Please contact your company administrator if you have questions or require assistance.

Account Setup

Social Security Number:

Birth Date:

Email/Login:

Validation Method:

Email Validation Pay Check Validation Pay Check


Email Address:

1-410-584-8789 | Contact Us

Master Security Company LLC, 10946D Beaver Dam Road Hunt Valley, MD 21030
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VALIANT
Privacy Policy | Terms of Use


Step 3: Upon submitting your registration you will receive an email similar the following email. Copy and paste the link in the email to your web browser and it will return you to the employee self-service portal.



YOUR CORPORATION

Account Registration

User Email Validation



Portal Administrator

Dear Dana Gordon,

Thank you for registering an account in the YOUR CORPORATION portal. In order to complete your user registration, please click on the link below, for us to securely validate your email address.

<http://tomdemo.portal.valiant.com/SelfServiceRegistration/6a0e8c8f-490e-4572-a4a7-eb8cc50583f1/SelfServiceRegisterVerify>

Please be aware that this secure account verification link will expire in 4 hours.

Thank you,
YOUR CORPORATION

Step 4: Enter your Password. The criteria for creating a password is listed to the left of the screen.

Create Account Password

Welcome! Valiant is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, your password has to meet below criteria.

- Password must be minimum of 6 characters in length.
- Password must contain at least one number
- Password must contain at least one uppercase character
- Password must contain at least one lowercase character
- Password must not contain first or last name
- Password must not contain username
- Password must not repeat more than four of the same characters next to each other

New Password:

Confirm Password:

Submit Cancel

Step 5: Upon reading the “Terms of Use” select the “I Agree” button located at the bottom right.

Home Contact Us VALIANT

Terms and Conditions: TermsCondition.pdf Browse... Download Remove

Page: 1 of 6 Automatic Zoom



VALIANT

Valiant Portal | Terms of Use

Welcome to the Valiant Portal (“Portal”) Employee Self Service Solution (together with all related services of Valiant accessed through the service, the “Service”), a service of Valiant Communication, Inc. (together with its affiliates Valiant Solutions, Inc. and Valiant Payroll Services, Inc., “Valiant”). By using the Service, you (“you” or “User”) agree to be bound by the following terms of use (the “Terms of Use”). Please read them carefully.

I Agree I Disagree

Step 6: Select your “Security Question” from the dropdown list and enter the “Answer” then click “Define” in the bottom right portion of the screen. By setting this up, if you ever forget your password, you can simply come to the login screen and select forgot password and an email will be sent to you with a link allowing you to reset it without having to go to a company administrator to do so.

 Thank you for accepting Valiant Portal Terms of Use.
You are required to define your security question and answer. 

SecurityQuestion:

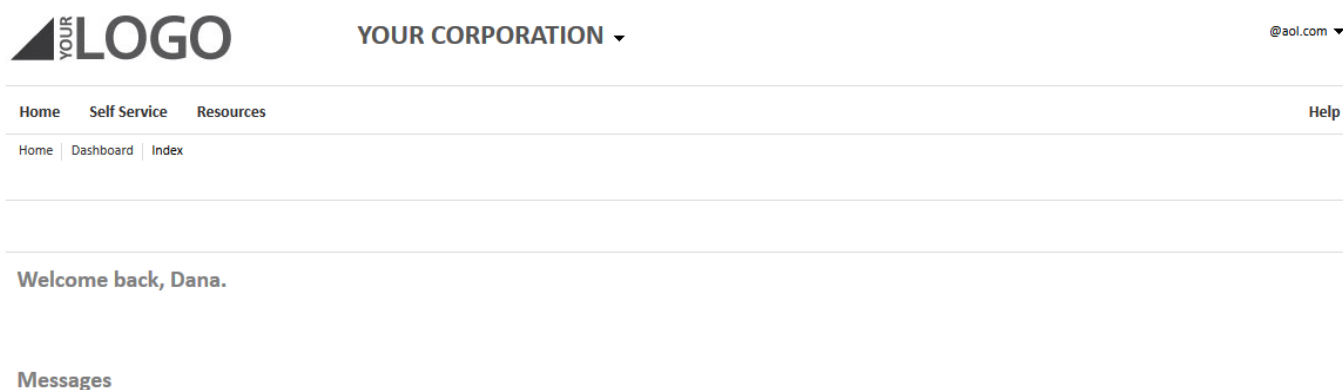
Answer:

In what city were you born?
What High School did you attend?
What is your favorite pet's name?
What was the first street where you lived?
What was the name of your first pet?

Define Cancel

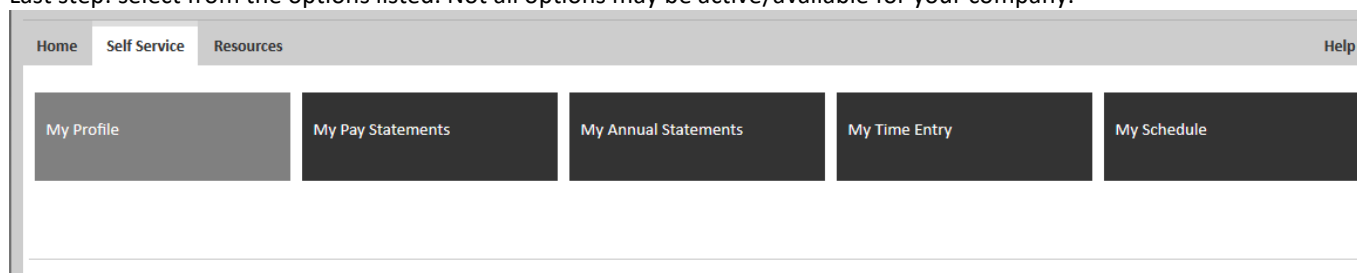
Step 7: The system will return you to the “Home” page displaying a Welcome message and company information and announcements.

To access your information select the “Self Service” tab.



The screenshot shows the top of the Valiant Portal. On the left is the logo "YOUR LOGO". To its right is "YOUR CORPORATION" with a dropdown arrow. Further right is "@aol.com" with a dropdown arrow. Below this is a navigation bar with "Home", "Self Service", and "Resources" tabs, and a "Help" link on the right. Underneath the navigation bar are links for "Home", "Dashboard", and "Index". The main content area starts with a "Welcome back, Dana." message, followed by a "Messages" section.

Last step: select from the options listed. Not all options may be active/available for your company.



The screenshot shows the "Self Service" tab selected in the navigation bar. Below the navigation bar are five dark grey buttons: "My Profile", "My Pay Statements", "My Annual Statements", "My Time Entry", and "My Schedule".

If you click on My Schedule and by default it will show you your Current Week's Schedule. By using the filters on the left, you can specify certain weeks you want to see or turn the filters off to see your entire history of schedules past, present and future:

Self Service
Work Schedule

Week Ending ▾

- Clear Filter
- Two Weeks Ago
- Last Week
- Current Week
- Next Week
- Two Weeks From Now

Business Unit Profile ▾

Customer	Work Location	Position	Schedule Start	Schedule End	Actual Start	Actual End	Business Unit	Week Ending
AAA COMPANY	BIG PAPP LOCATION B	LOBBY	04-03-2014 9:00 AM	04-03-2014 12:00 PM	04-03-2014 9:00 AM	04-03-2014 12:00 PM	W01-CALIFORN IA	04-05-2014
AAA COMPANY	FRONT GATE	SECURITY OFFICER	12-07-2013 4:00 PM	12-08-2013 12:00 AM	12-07-2013 4:00 PM	12-08-2013 12:00 AM	W01-CALIFORN IA	12-07-2013
AAA COMPANY	FRONT GATE	SECURITY OFFICER	12-06-2013 4:00 PM	12-07-2013 12:00 AM	12-06-2013 4:00 PM	12-07-2013 12:00 AM	W01-CALIFORN IA	12-07-2013
AAA COMPANY	FRONT GATE	SECURITY OFFICER	12-04-2013 4:00 PM	12-05-2013 12:00 AM	12-04-2013 4:00 PM	12-05-2013 12:00 AM	W01-CALIFORN IA	12-07-2013
AAA COMPANY	FRONT GATE	SECURITY OFFICER	12-03-2013 4:00 PM	12-04-2013 12:00 AM	12-03-2013 4:00 PM	12-04-2013 12:00 AM	W01-CALIFORN IA	12-07-2013
AAA COMPANY	FRONT GATE	SECURITY OFFICER	12-02-2013 4:00 PM	12-03-2013 12:00 AM	12-02-2013 4:00 PM	12-03-2013 12:00 AM	W01-CALIFORN IA	12-07-2013
AAA COMPANY	FRONT GATE	SECURITY OFFICER	11-29-2013 4:00 PM	11-30-2013 12:00 AM	11-29-2013 4:00 PM	11-30-2013 12:00 AM	W01-CALIFORN IA	11-30-2013
AAA COMPANY	FRONT GATE	SECURITY OFFICER	11-28-2013 4:00 PM	11-29-2013 12:00 AM	11-28-2013 4:00 PM	11-29-2013 12:00 AM	W01-CALIFORN IA	11-30-2013

If you click on My Pay Statements, it will show you a history of your pay at your company. To view a pay stub, you will simply right click and choose Display Pay Statement:

Self Service
Pay Statements

Related Links

Pay Statements
W4 Form

Business Unit Profile ▾

CheckDate ▾

Business Unit	Check-Direct ...	Check #	Voucher #	Gross Pay	Net Pay	Check Date	Period Start	Period End
CALIFORNIA	CHECK	28475	0	\$410.00	\$342.18	04-17-2014	03-30-2014	04-12-2014
CALIFORNIA	CHECK	28		\$738.00	\$583.50	12-12-2013	11-24-2013	12-07-2013
CALIFORNIA	CHECK	28361	0	\$840.00	\$658.85	11-28-2013	11-10-2013	11-23-2013
CALIFORNIA	CHECK	28351	0	\$820.00	\$644.29	11-14-2013	10-27-2013	11-09-2013

Display Pay Statement