


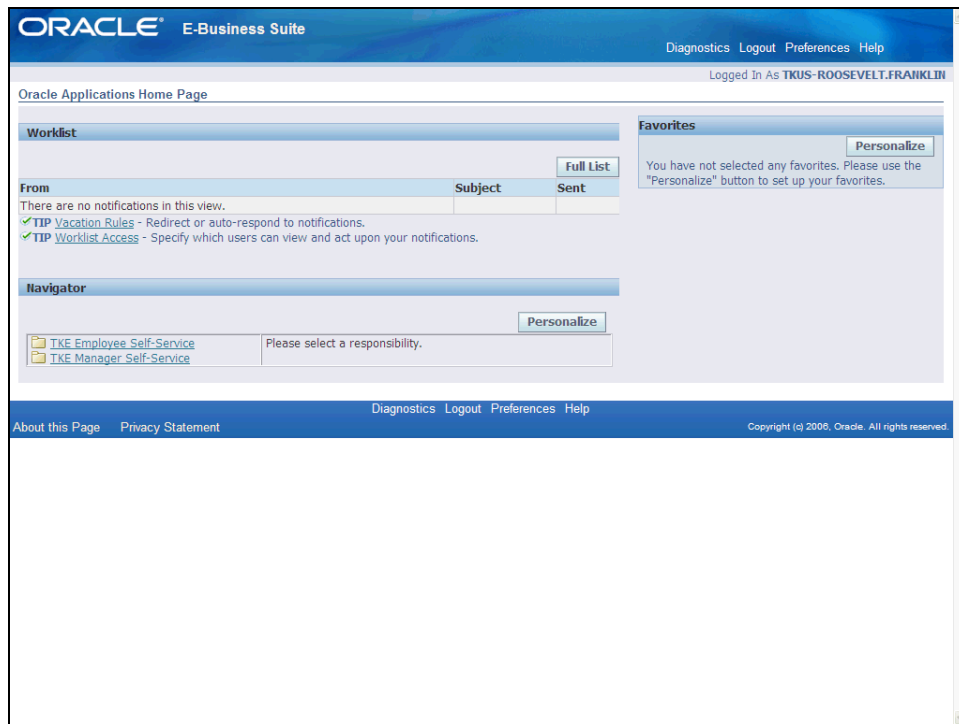



Instructions for Initial Log-On and Password Changes

Step	Action
1.	Your initial login to the e*source Self Service application was sent to you in an email. The format for your user name is TKUS-LastName.FirstName Click in the User Name field and enter your User Name.
2.	Click in the Password field. Enter the password from the email. The format for your Password is based upon your birth date: MONTHDDYYYY (Example: JANUARY021966). Your password is case-sensitive. Click the Login button. 
3.	Enter the initial password into the Password field. The first time you log in you will be prompted to change your password. Select a password that is 8 characters long and contains both letters and numbers without repeating the same character twice in a row (Example: welcome345). Enter your initial password into the Password field.
4.	Click in the New Password field. 
5.	Enter your new password into the New Password field.
6.	Enter your new password a second time into the Re-enter New Password field.

Step	Action
7.	Click the Submit button. 



Step	Action
8.	After clicking the TKE Employee Self-Service link additional links will appear to the right side of the window giving you access to your employee information. Click the TKE Employee Self-Service link. 
9.	This is the Navigator screen in which you can click a link and access your employee information.
10.	If you need more assistance, contact e*source at 866-910-6085 or email esource@thyssenkrupp.com