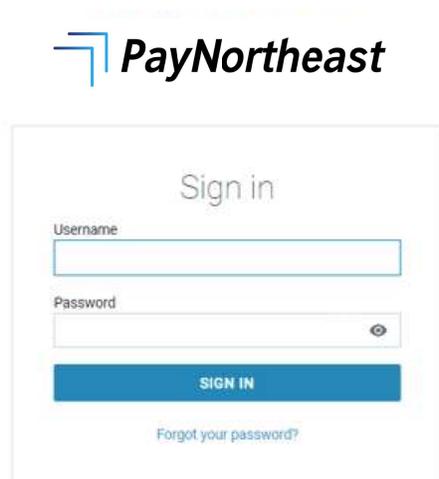


## Signing into Advanced HR 2.0

Advanced HR 2.0 requires all users to have a unique username and a password. When the user goes to either Evolution Payroll or Advanced HR 2.0, they will be automatically redirected to the SSO **Sign In** page.



To access either Advanced HR 2.0 or Evolution Payroll, if applicable, the user is taken to the SSO Sign In screen.

Using their Evolution credentials they'll be able to sign in and access both systems.

Once they sign in successfully, the user (with the appropriate security group access) can easily switch between Advanced HR 2.0 and Evolution Payroll.

### Usernames

In order to use Advanced HR 2.0, all employees must have an email address which serves as the username. This ensures that all users have a unique username and can receive email communication through Advanced HR 2.0.

### Passwords

Passwords for Advanced HR 2.0 must include at least one number, one non-alphanumeric character, one uppercase and one lowercase character, and contain between 7 and 30 characters.