

# Creating Your PrismONE ID On the Questco Portal

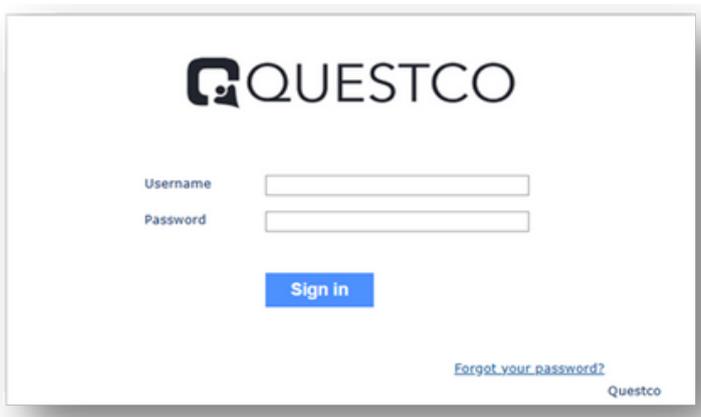
**PrismONE ID** is our new identity management solution, designed to simplify and secure your access to the Questco Employee Portal. This app-based authentication method offers enhanced reliability and protection compared to traditional login methods.

This guide will walk you through the setup process step by step, making it quick and easy to create your new PrismONE ID credentials.

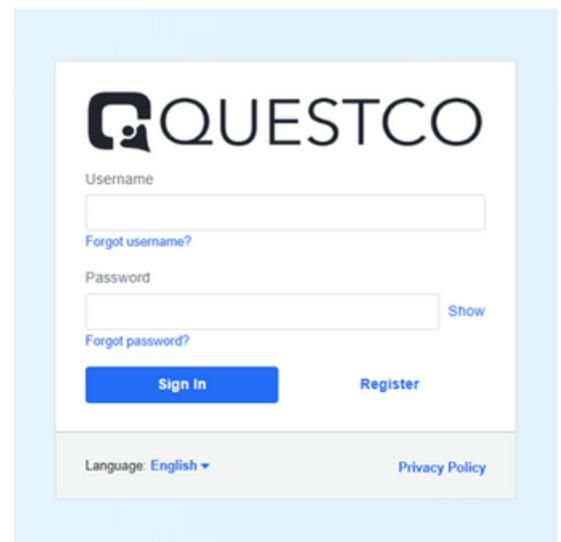
## How to Set Up Your PrismONE ID

To get started, go to the Questco Portal, enter your login credentials, and click Sign In.

Questco Client Portal



Questco Employee Portal

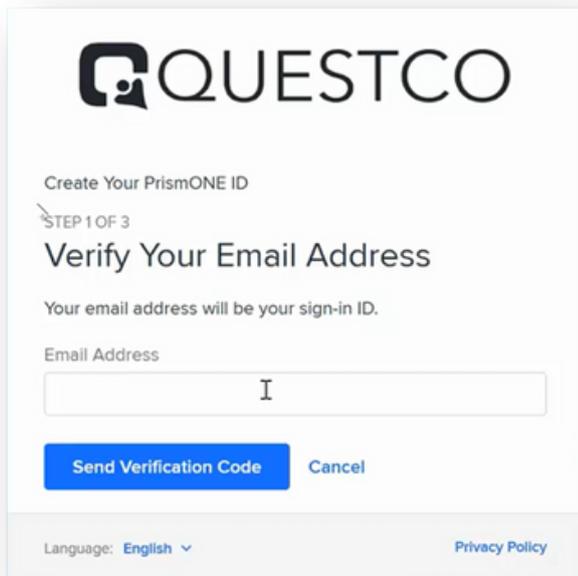


Once you've logged in, a PrismONE ID pop-up window will appear. Click "What is PrismONE ID?" if you'd like more information. Then click **Get Started** to begin the setup process.



### Step 1 of 3: Verify Your Email

1. Enter your email address. Please note that this email address will be your sign-in ID for your employee portal.
1. Click Send Verification Code.
2. The code will be sent from **noreply@prismhr.com**.
3. Once you receive the email, enter the verification code and click Verify Email.



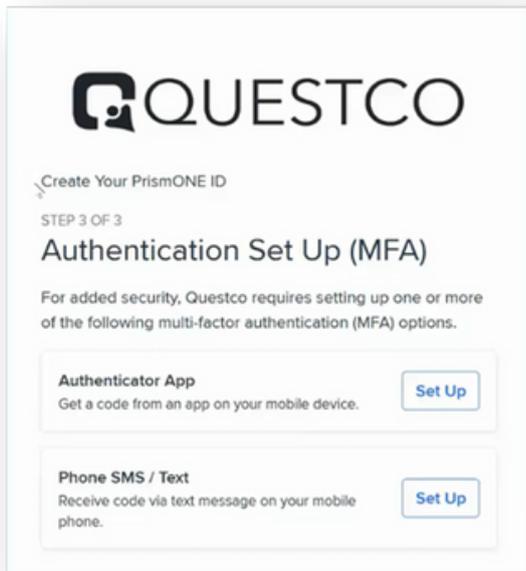
### Step 2 of 3: Create Your PrismONE ID

1. Enter your account profile information.
2. Create a password for your PrismONE ID. Please note that this will be your new password when you log into the employee portal.
1. Click Create to continue.



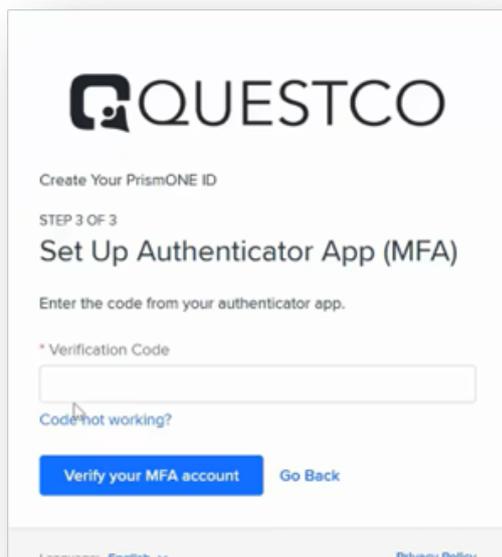
### Step 3 of 3: Set Up Multi-Factor Authentication (MFA)

Choose one or both of the following MFA methods:

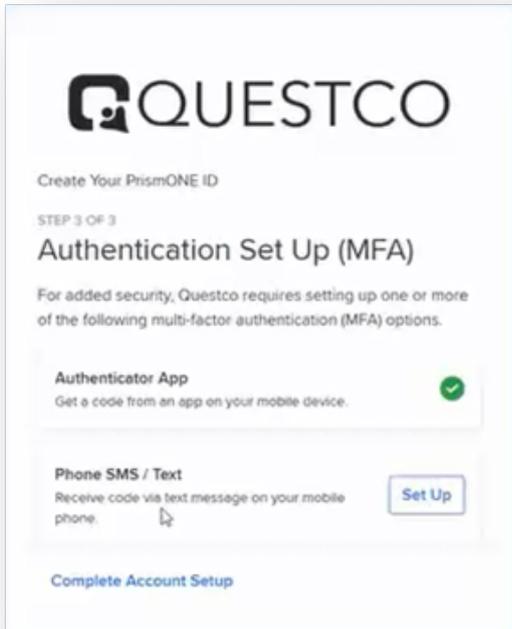


#### Option A: Authenticator App

1. Download the Microsoft Authenticator app from your device's app store.
  - (If you already have the app, skip to step 2.)
2. In the app on your mobile device, tap the "+" to add a new account.
3. Scan the QR code displayed on your screen.
4. Enter the code generated by the app, then click **Verify MFA Account**.

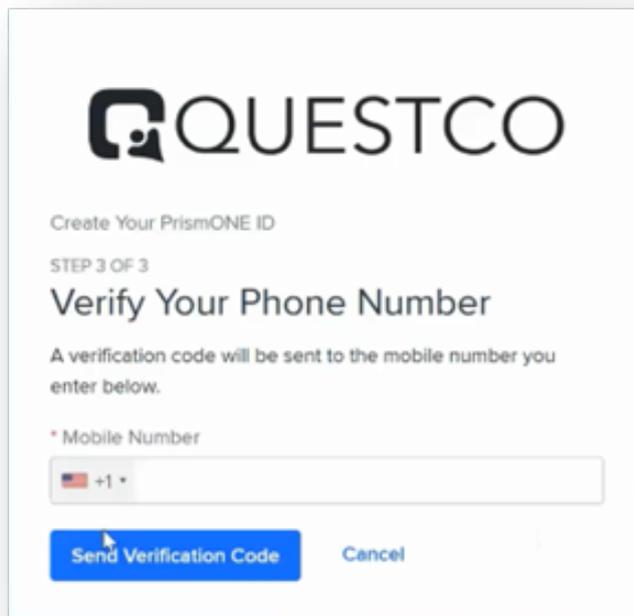


Once verified, you'll return to the MFA setup screen.



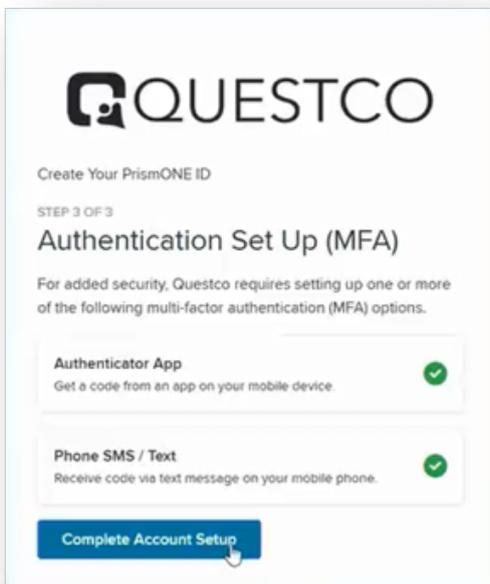
### Option B: Phone (SMS/Text)

1. If you don't want to set up your phone for text authentication at this time, click **Complete Account Setup**. Otherwise, click **Set Up** under the Phone option.
2. Enter your mobile number, then click **Send Verification Code**.
3. When you receive the text message, enter the **verification code** and click **Verify Phone**.



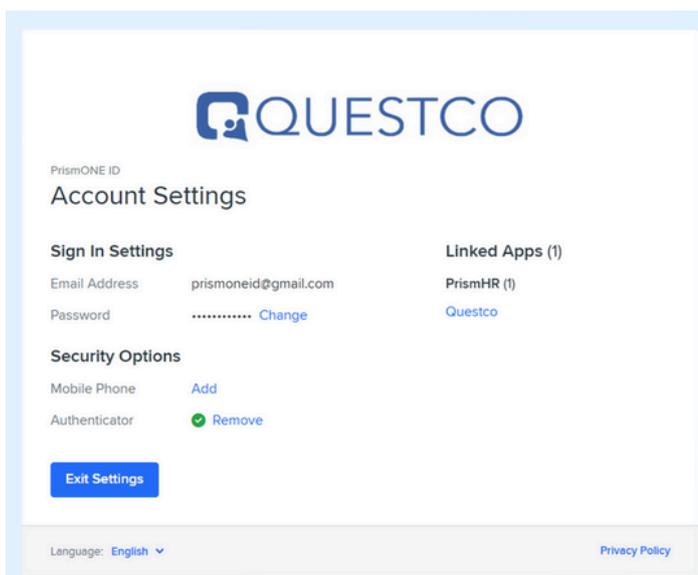
## Complete Your Setup

Click Complete Account Setup.



Your PrismONE ID is now ready to use!

To update your account settings in the future, click the **Profile Icon** at the top right of the portal and select **Sign-In Settings/My Login Settings**.



Here, you can update your PrismONE ID password, add or change your mobile phone number, and remove your current authenticator app if you choose to switch to a different one in the future.