

Verizon Work History Site External Access

Instructions



THINGS TO KNOW **BEFORE** YOU START THE LOG IN PROCESS

- The first time you log into the Verizon's Work History Site (WHS), you will need to provide a personal email address (not your Verizon work email) to gain access.
- An 'Activation Email' will be sent to your personal email.
- You need to click the link in the 'Activation Email' in order to finalize set up of your WHS access.
- **If you don't currently have access to your personal email (via either computer or smart phone), please wait to log in later when you have access to your personal email.**

Step	Action	Important Info
1	Go to https://workhistory.verizon.com	
2	Click "I Agree" to Terms & Conditions	
3	Enter Windows User ID	<ul style="list-style-type: none">• Your User ID is the ID used to login to your work computer (in all lower case)• It's either your VZID or USWIN (5+2) <i>Example of VZID: v12345</i> <i>Example of USWIN: donutdu</i>
4	Enter Last Name	<ul style="list-style-type: none">• Exactly as shown in the e-directory, including suffixes, hyphens or spaces
5	Enter Password (First Log in Use Default Password)	<ul style="list-style-type: none">• Your default password is your Windows User ID (VZID or USWIN in all lower case) AND• Your full birth year (ex. 1970) <i>Example: v123451970</i> <i>Example: donutdu1970</i>
6	Click Continue to the Next Step	



- If your log in attempt does not work, Click **Find ID** at the bottom of the Log In page and answer the prompts to get your ID
 - Try to log in again once you have your ID, using the same default password (from step 5)
 - Do not click on “Change/Reset your Password” or “Reset your Profile” upon initial login. This cannot be done until account setup is activated.
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Step	Action	Important Info
7	Pick Security Questions	
8	Answer Security Questions	
9	Enter Your Personal Email Address Retype Your Personal Email Address	<ul style="list-style-type: none"> This is not your Verizon work email It is an external email <i>Example: @yahoo.com or @gmail.com</i>
10	Pick and enter a password for when you log into the WHS again Retype your new password	<ul style="list-style-type: none"> Minimum criteria for a password is 8 characters, 1 upper case letter and one number
11	Click Save Profile & Login	
12	Go to your personal email and click on the link in the activation email	<ul style="list-style-type: none"> This must be done within 15 minutes or the link will no longer be valid Once you click on the Activation link it will redirect you back to the WHS log in page
13	Enter your Windows User ID	<ul style="list-style-type: none"> Same as in Step 3
14	Enter your Last Name	<ul style="list-style-type: none"> Same as in Step 4
15	Enter your New password	<ul style="list-style-type: none"> Created in Step 10
16	Click Continue to Next Step	

SYSTEM REQUIREMENTS:

- IE version 11 or later
- Safari version 7 and higher
- Chrome version 33 and higher
- Microsoft Edge any version
- Firefox version 27 and higher

ACCESS THE PORTAL FROM A PC OR LAPTOP:

- Accessing the WHS on a mobile device is not recommended.
- If necessary, access the activation email from your mobile device and then continue the actual log in from your computer.

Detailed instructions for the above steps can be found on the following pages.

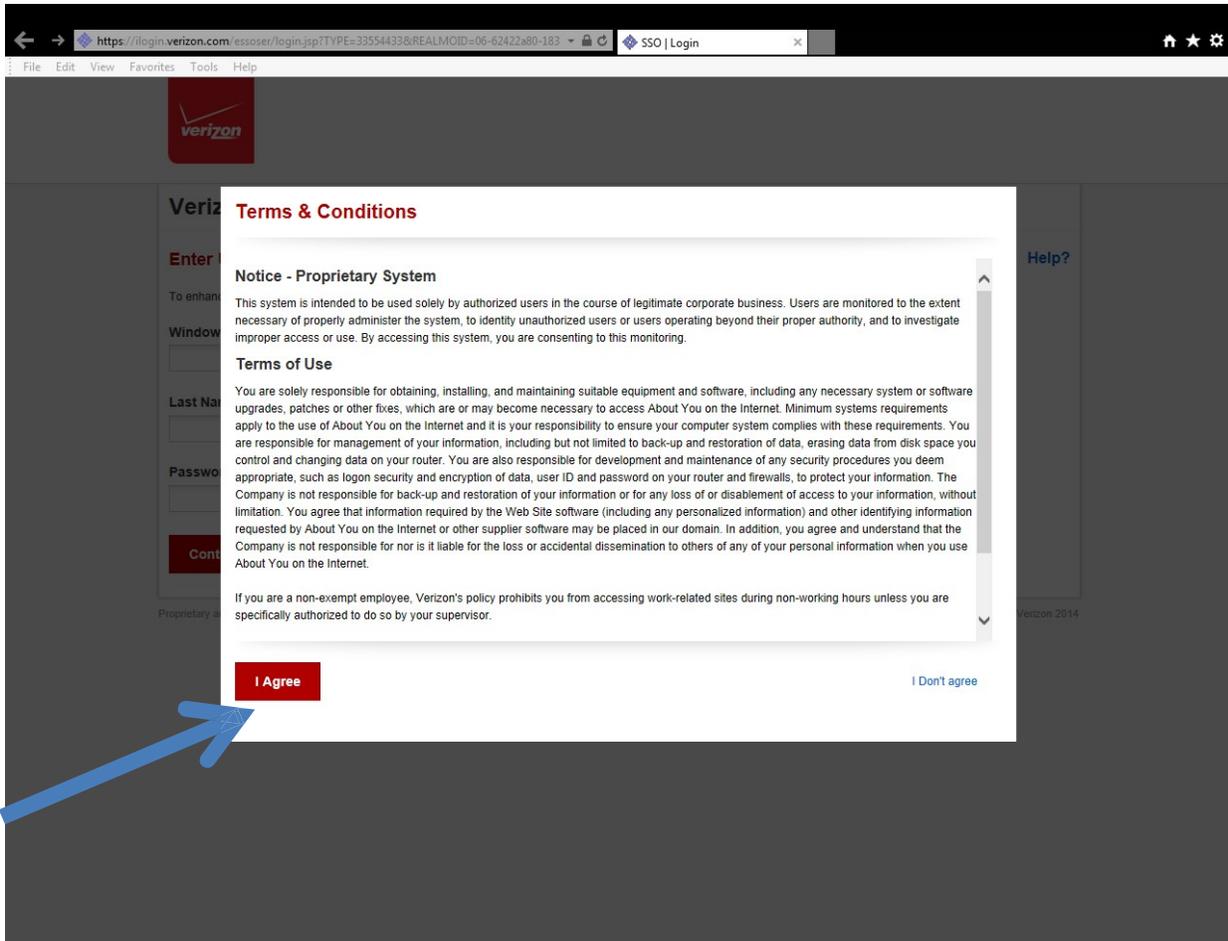
Verizon Work History Site (WHS) Access Instructions

Employee Portal Access Instructions:

1

Input URL <https://workhistory.verizon.com> into your browser and click Enter

1. Click **I Agree**



2

Initial Login:

- **Windows User ID*** = vqid or uswin/5+2 (same as you use to log into your pc)
 - Enter **Last Name** (exactly as found in edirectory, including suffixes, hyphens or spaces)
 - **Generic Password** = Windows User ID above + 4 numbers of year of birth (All lower-case characters with no spaces, ie. v123451970)
 - Click **Continue to Next Step**
 - If your login attempt does not work, Click **Find ID** at the bottom of the Log In page and answer the prompts to get your ID
- NOTE:** Do not click on the Change/Reset Password or Update Profile link at this time. You cannot reset, since your account is not yet created.

*Follow these instructions carefully. If you receive a failed attempt message, double check the instructions regarding the format of the generic password. If everything is correct and you continue to receive the failed attempt message, contact HR Answers at hanswers.us@verizon.com with the **Subject Line: WHS Help. Include your full name, Employee ID, 4 numbers of birth year along with the error message received in the body of the email.**



Verizon Portal

Enter User Info

To enhance security and protect your information, you must provide requested information. Please enter your credentials per instructions.

Windows User ID

Last Name

Password

Continue to Next Step

[Change / Reset Password or Update Profile](#)

[Find ID](#)

HELP

1. **Before starting this step**, be sure you have the capability to access your personal email account within 15 minutes, otherwise you should wait until you can access timely. If you cannot access your personal email from work, please wait until you can access.
2. Select 3 **Security Questions and Answers**.
3. Enter your **Personal Email Address** to be used for future communications.
4. Create a new **Password** for specifically accessing the WHS. This is not tied to your SSO login information. Minimum criteria for a password is 8 characters, 1 upper case letter and one number.
5. Please retain the security questions and answers and the password you select for later use, if needed.
6. Click on **Save Profile & Login**.

Verizon Enterprise Single Sign On

Set up your Profile and Password

Security Questions

Choose security questions that you can answer meaningfully for each of the six dropdown boxes and the personal question. Per our policy, you must make selections and provide answers for all six regular questions as well as the personal question. You may not use the same answer for multiple questions.

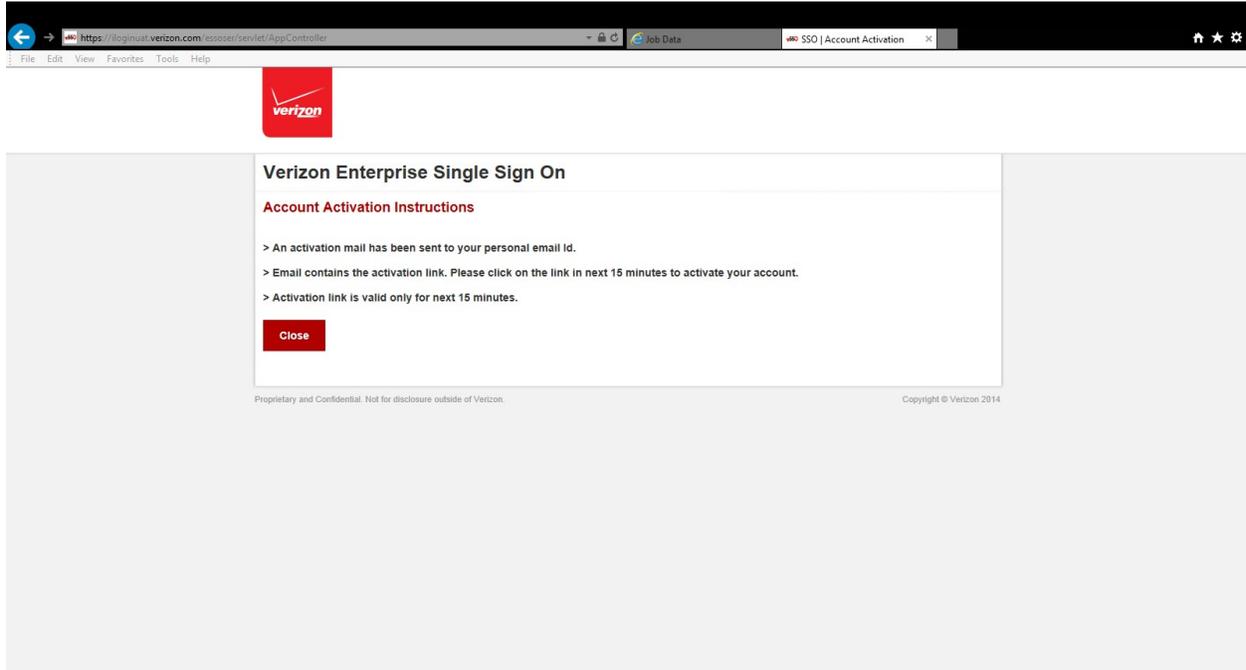
Note: These questions and answers establish your identity and may be used to authenticate you in conjunction with the Single Sign On (SSO) login process.

Questions	Answers
Select Question	Answer
Questions	Answers
Select Question	Answer
Questions	Answers
Select Question	Answer
Personal Email Address	Retype Personal Email Address
Set Your Internet Password	Retype Your Password

Save Profile & Login

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Once you receive this message, you will login to your personal email account to retrieve the email that contains the WHS Activation Link. You will have 15 minutes to access and activate. If not accessed in 15 minutes, the link will time out and you will need to start the activation process over.



- If necessary, you may want to access the activation email from your phone or mobile device and then continue the actual log in from your PC. It is suggested to use a PC and not a mobile device when logging in to the portal, whenever possible. Log in to <https://workhistory.verizon.com>.

See sample Activation Email below that will be sent to your personal email.

You will need to click on the **Activation Link** as instructed. See Sample email below:

John Doe,

Your Verizon account is ready for activation.

Please click on the URL below to complete the registration process to activate your account.

https://iloginuat.verizon.com/essoser/ActivationController?Token=PrgNbEVfu6u%2BVMx8qB_C%2F7gXYbMnYK2mrLUYVXxkAZi6MPeE4u%2F6VmfobUlshVqLwgQUXmKE6KMhxJ2qiAUHH8GvkdGVXB1LV462iOUWYKo7nQXDQMCqEQhQKhCDpi%2FH1%2BBh02FidXZFn2U58eoVoXHt30bNzts%2B4%2BPf7urj90J1FvxhZNvi5UKsKMoRJ05vy

NOTE: This is an automated service; please do not reply to this email.

Client IP : 113.128.224.26

Date : 10/01/2014 at 06:37:28 GMT

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After clicking on the Activation Link your account is now activated and you will be re-directed to the Login page to login with your saved information. Or, if using a mobile device to access your personal email, click the activation link and then return to your PC and go to <https://workhistory.verizon.com> to log into the portal. You will click on the **I Agree** button then proceed. This time when you enter the Password you will use your new password created earlier.

1. Windows User ID = vzyd or uswin/5+2
2. Enter last name
3. **Enter New Password** (exactly as you created it)
4. Click **Continue to Next Step**
5. If you have forgotten the new password you created, you can click on the Change/Reset Password at the bottom of the page to create another password. Answers to your Security questions will be needed to create a new password.

The screenshot shows the Verizon Portal login page. At the top left is the Verizon logo. The page title is "Verizon Portal". Below the title is the heading "Enter User Info". A message states: "To enhance security and protect your information, you must provide requested information. Please enter your credentials per instructions." There are three input fields: "Windows User ID", "Last Name", and "Password". Below the fields is a red button labeled "Continue to Next Step". At the bottom, there is a link: "Change / Reset Password or Update Profile". A vertical "HELP" button is on the right side. Numbered callouts are placed over the page: 13 is over the Windows User ID field, 14 is over the Last Name field, 15 is over the Password field, and 16 is over the "Continue to Next Step" button with an arrow pointing to it.

Verizon Work History Site (WHS)

What can I access on the WHS?

View Paychecks

- You can view historical paychecks on WHS up to 4 years from the date of the last paycheck received. For copies of historical paychecks greater than 4 years, email HR Answers at hanswers.us@verizon.com

View W2/1095C

- You can view your W-2 and 1095-C Tax forms on WHS for up to 7 years. If you previously consented to the electronic delivery of your tax forms, once you separate from Verizon you will need to re-consent to access your upcoming tax forms electronically.

Tax Form Updates

- You can make changes to your Federal and State tax withholding forms on WHS. All changes are on a go-forward basis, no tax retro adjustments will be made.

How do I update my Direct Deposit?

Update Payment Elections (Direct Deposit)

- If you were previously enrolled in direct deposit and are still receiving a monthly paycheck or have been separated from the company for less than 60 days, use the form below to update your payment elections (direct deposit banking) information. Email your completed form to HR Answers at hanswers.us@verizon.com. Ensure the form is signed with a physical signature.
 - [Payment Election Authorization Form](#)
- If you were previously enrolled in direct deposit and are not receiving a monthly paycheck, once you separate from Verizon, your direct deposit will stay active for 60 days from your separation date. Once deactivated, your direct deposit account can't be reactivated.