



FISLink-EMEA-PFT

Employee Login Instructions

FISLink-EMEA-PFT: Employee Login Instructions

1. Click the “FIS Employee Login” link located **below** the Sign In button, as shown below

FIS | **FISLINK-EMEA-PFT**

CLIENTS/CUSTOMERS: Please enter your username and password to sign in.
FIS EMPLOYEES: Please follow [this](#) process to sign-in.
Multi-Factor Authentication (MFA) is Enabled. More information is available [here](#)

Internet Explorer is not supported with FISLink-EMEA-PFT

Username (Customer Email)

Password

☐ Remember my username

Sign in

FIS Employee Log In

CLIENTS/CUSTOMERS: Reset your password
[Terms of Service](#)

FIS Employees: Please follow [this](#) process to sign-in.
FIS Employees who are missing the Compose Delivery option or need to send files, please follow the request process [here](#).

CLIENTS/CUSTOMERS: Login with the email address and password you provided during registration.

CLIENT/CUSTOMER SUPPORT:
Do you need assistance with a login issue? Check [here](#) for the support process.

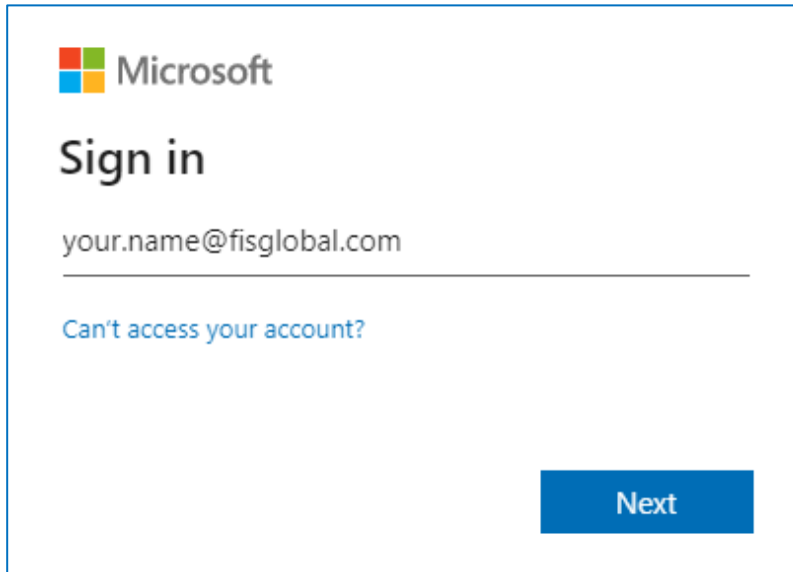
CLIENT/CUSTOMER Registration:
Registration is only available to those that have been invited to use the system. If you received an invite to the system you can [register here](#).

Help: FISLink-EMEA-PFT help guides are available [here](#)

You will now be prompted to authenticate.

Use the directions below which shows the authentication process.

2. You will be redirected to the Microsoft sign in page.
Enter your FIS email address, and click “**Next**”.

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field containing the placeholder text "your.name@fisglobal.com". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button with the text "Next".

Microsoft

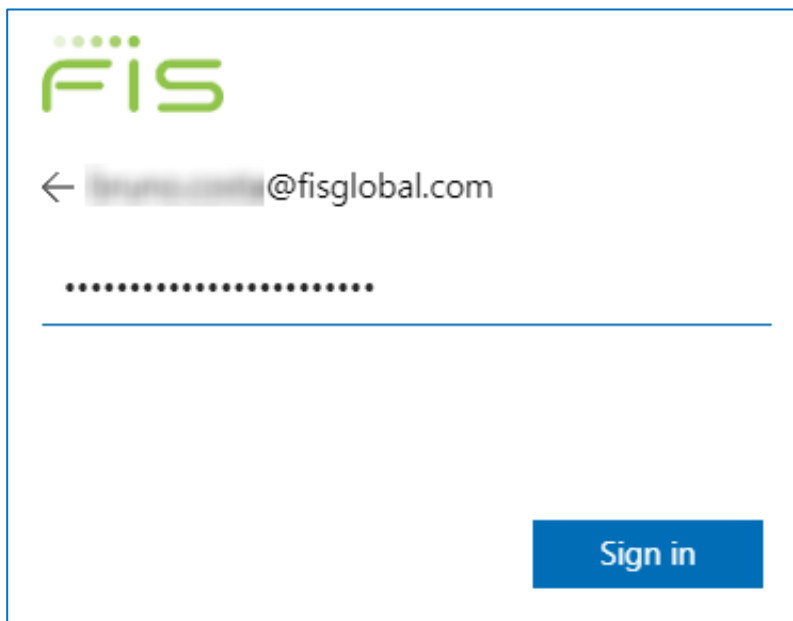
Sign in

your.name@fisglobal.com

[Can't access your account?](#)

Next

3. Enter your FIS password and click “**Sign in**” to continue.

A screenshot of the FIS sign-in page. At the top left is the FIS logo. Below it is a text input field with a back arrow icon on the left and the placeholder text "@fisglobal.com". Below the input field is a password field represented by a series of dots. At the bottom right is a blue button with the text "Sign in".

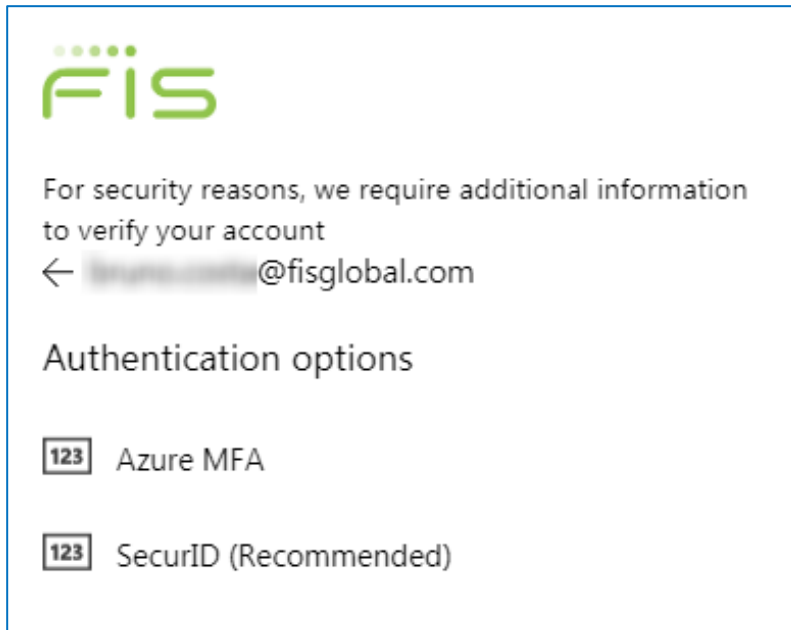
FIS

← @fisglobal.com

.....

Sign in

4. In case you are prompted for Two-Factor authentication, select **“Secure ID”**



FIS

For security reasons, we require additional information to verify your account

← [redacted]@fisglobal.com

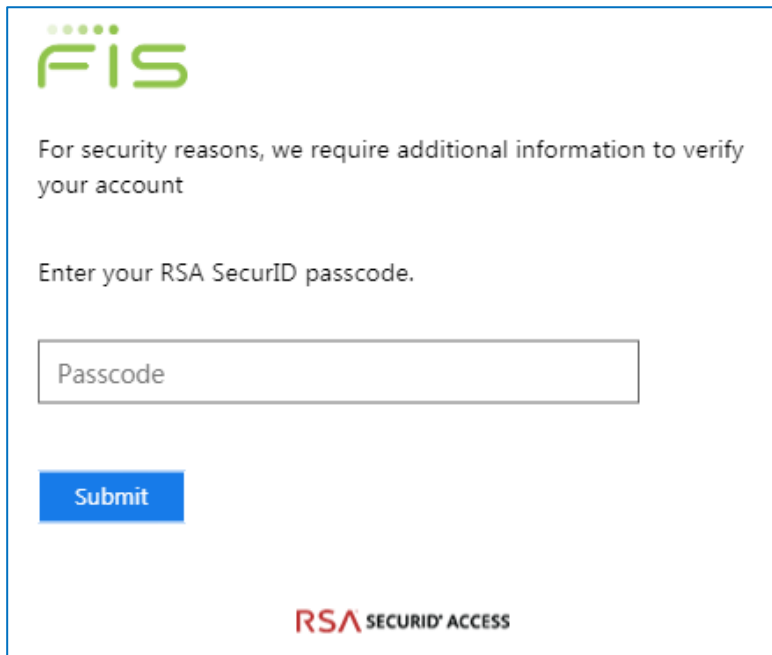
Authentication options

123 Azure MFA

123 SecurID (Recommended)

5. Enter the 8-digit code from your SecurID RSA app and click **“Submit”**

Note: If you are connected to the FIS Network (on VPN or in-Office), SecurID might not be required.



FIS

For security reasons, we require additional information to verify your account

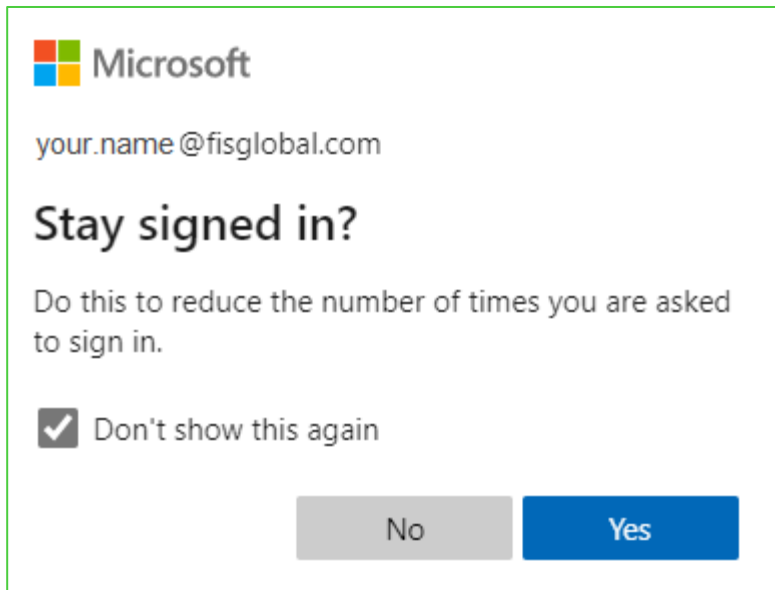
Enter your RSA SecurID passcode.

Passcode

Submit

RSA SECURID ACCESS

6. **IF** you see this screen and want to reduce the number of sign-ins:
Check the “**Don’t show this again**” box if prompted and click “**Yes**”.



A screenshot of a Microsoft 'Stay signed in?' dialog box. The dialog has a white background with a thin green border. At the top left is the Microsoft logo. Below it, the email address 'your.name@fisglobal.com' is displayed. The main heading is 'Stay signed in?'. Below this is the text 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox with a checkmark inside, followed by the text 'Don't show this again'. At the bottom right are two buttons: a grey 'No' button and a blue 'Yes' button.

Microsoft

your.name@fisglobal.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again

No Yes

You should now be logged in to FISLink-EMEA-PFT and can proceed as normal.