Do you already have a PSC Client account?
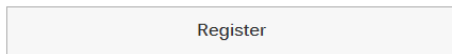
Enter your Employee Number in the USERNAME and password in the PASSWORD fields and click LOGIN.

Are you new to PSC Client?

If you have never logged into PSC Client, follow the three simple steps below to create an account.
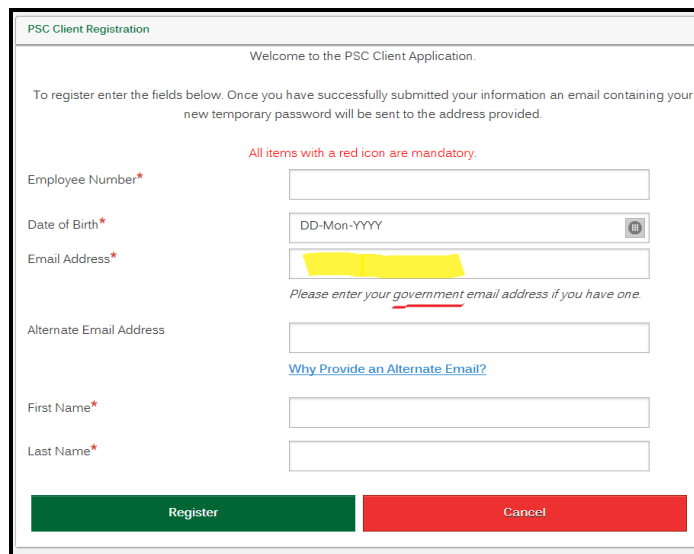
1. **Complete the registration information**

Click the REGISTER button

Register

Complete the PSC Client Registration page by entering your personal information in the fields provided. NOTE: All fields marked with * are MANDATORY. <u>Please remember to use your Government of Saskatchewan email address.</u>

PSC Client Registration

Welcome to the PSC Client Application.

To register enter the fields below. Once you have successfully submitted your information an email containing your new temporary password will be sent to the address provided.

All items with a red icon are mandatory.

Employee Number*

Date of Birth*   DD-Mon-YYYY

Email Address*

Please enter your government email address if you have one.

Alternate Email Address
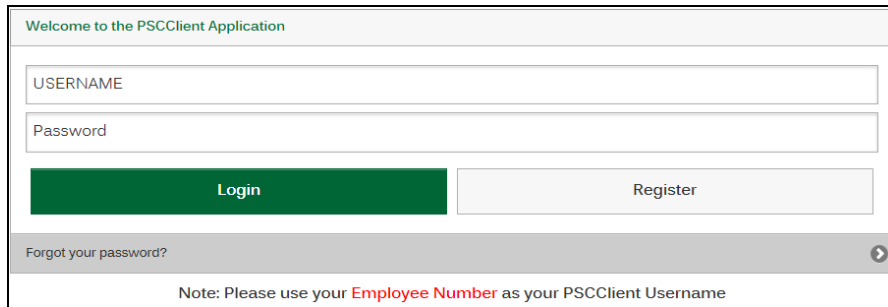
Why Provide an Alternate Email?

First Name*

Last Name*

| Register | Cancel |

IMPORTANT! BEFORE clicking REGISTER, please double check your Email Address to confirm accuracy. When you click REGISTER, an email containing a temporary password will be sent to this email account and if the email address is incorrect, you will not receive the temporary password needed to complete the registration process.

IF you inadvertently entered the incorrect email address and have already clicked REGISTER, please contact the Employee Service Centre via email esc@gov.sk.ca or phone 1-877-852-5808 toll free or 306-798-0000 for assistance.

2. Log in using your temporary password

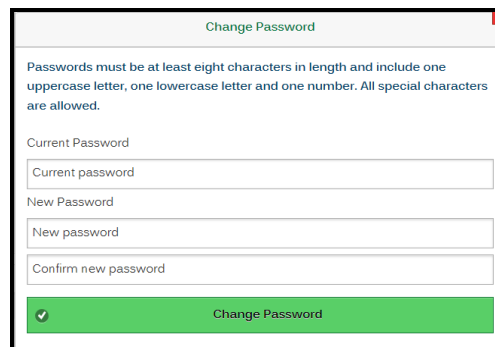Go back to the PSC Client login screen

Enter your Employee Number in the USERNAME field. Open the email received from the Employee Service Centre to retrieve your temporary password. Enter the temporary password in the PASSWORD field.   Click Login.

HELPFUL HINT! You may use your keyboard "copy" (CTRL + C) and "paste" (CTRL + V) shortcuts to copy the temporary password received in the email and paste it into the PASSWORD field, HOWEVER, **you MUST ensure you do NOT copy any additional spaces before or after the password**. PSC Client will reject the password if it is not EXACTLY right.

3. Change your password

You will be prompted to change password.

Complete all fields in the CHANGE PASSWORD screen.
- CURRENT PASSWORD is the temporary password you received in the email.
- Your new password must be <u>at least</u>
  - 8 characters long
  - 1 uppercase letter
  - 1 lowercase letter
  - 1 number

Click Change Password.

Congratulations, you now have a PSC Client account!