



Login process for weekly paid employees

Computer App

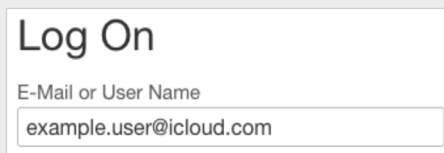
1

Go to SuccessFactors login page, click on the link here, we suggest saving this link to your favourites for future:

<https://performancemanager5.successfactors.eu/login?company=dpdgroupP>

2

Your username is your email address (this will be your personal email address that you have registered with us). Enter your personal email address then click on 'continue'

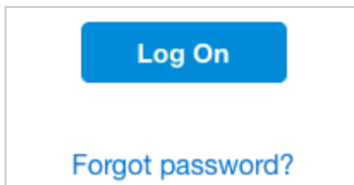


Log On

E-Mail or User Name

3

The first time you log in, you'll need to set up your own password. To do this click on the 'forgot password' link, then re-enter your personal email address:

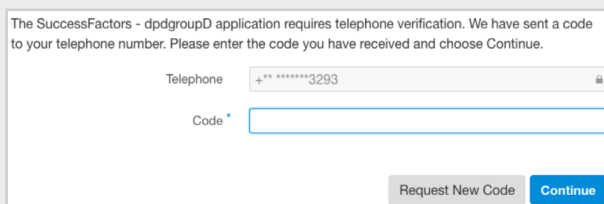


Log On

[Forgot password?](#)

4

Check your personal email for the link that has now been emailed to you to reset your password. Click on the link in your email and you'll be prompted to enter a PIN code which has now been sent to your personal mobile number that you have registered with us.



The SuccessFactors - dpdgroupD application requires telephone verification. We have sent a code to your telephone number. Please enter the code you have received and choose Continue.

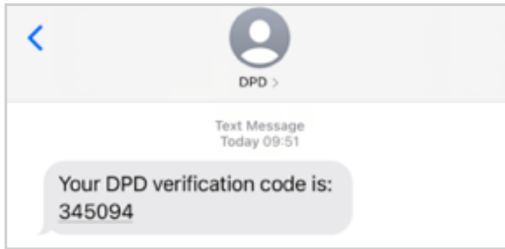
Telephone

Code

[Request New Code](#) [Continue](#)

5

Check your text messages for the message from DPD, enter the code and click 'continue'!



6

Set up your password, making sure it meets the requirements. It must contain an uppercase letter, lowercase letter, number and symbol

A screenshot of a 'Reset Your Password' form. The title is 'Reset Your Password'. Below the title, it says 'Reset the password for your account richard.eldred@dpdgroup.co.uk:'. There are two input fields: 'New Password *' and 'Re-enter New Password *'. A dropdown menu is open below the 'New Password' field, showing password requirements: 'Your password must be between 8 and 255 characters long and include three of the following: Uppercase letters, Lowercase letters, Numbers, Symbols'. Each requirement has a radio button next to it.

That's it, you're logged in! Save the link to your favourites. Your username will always be your personal email address.