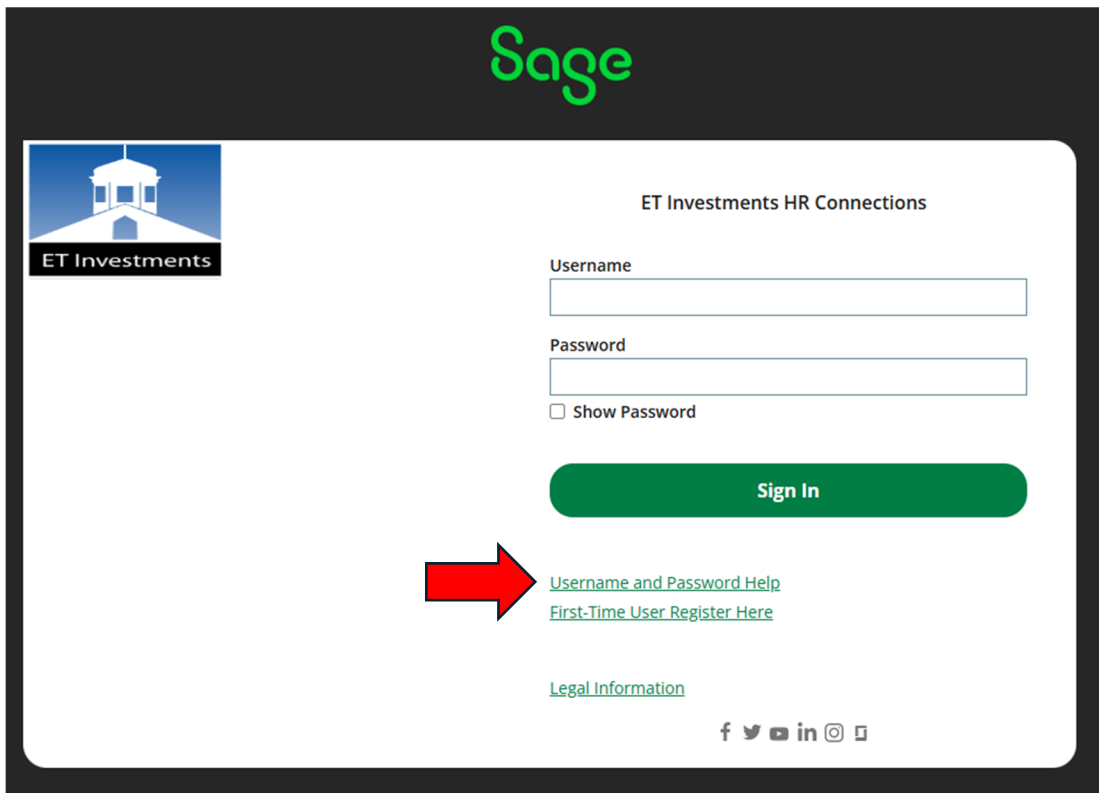


To Change your Password in Sage

Open Sage - <https://hrtimesheet.etinv.com/selfservice/>



Sage

ET Investments

ET Investments HR Connections

Username

Password

☐ Show Password

Sign In

[Username and Password Help](#)

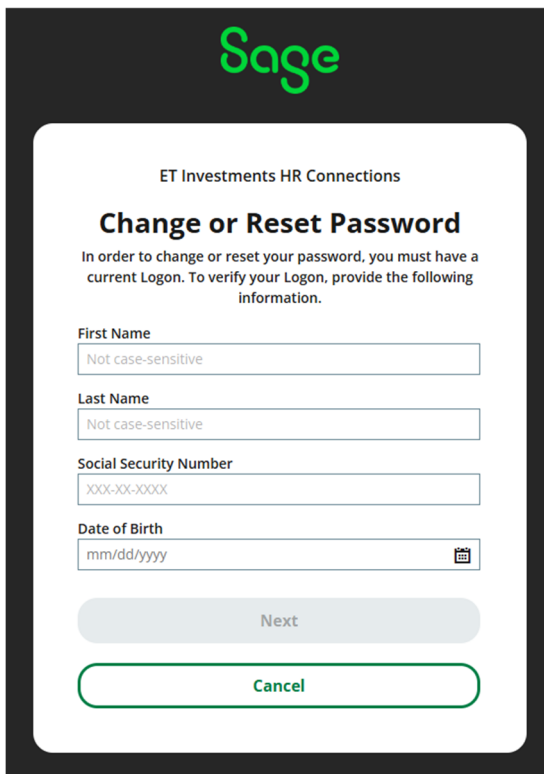
[First-Time User Register Here](#)

[Legal Information](#)

f t y in @

Make sure to leave Username and Password blank

Click [Username and Password Help](#) under the green Sign In button



Sage

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Change or Reset Password

In order to change or reset your password, you must have a current Logon. To verify your Logon, provide the following information.

First Name

Not case-sensitive

Last Name

Not case-sensitive

Social Security Number

xxx-xx-xxxx

Date of Birth

mm/dd/yyyy

Next

Cancel

When entering data on the initial screen:

Please remember to use the legal name that the system has for you (the one on your social security card)

When entering your social security number
you MUST enter the dashes!

When entering birthdate, enter 2 digits for Month, 2 digits for day, and 4 digits for year.

Press TAB to activate Next key

Click Next



ET Investments HR Connections

Forgot Your Password?

In order to change or reset your password, please provide the following information.

Security Question

What is the name of your favorite childhood friend?

Security Answer

Save

Cancel

You will need to answer the Security Question you selected when you initialized your Sage account.

Once you enter the security answer, press TAB to activate the Save key

Click Save



ET Investments HR Connections

Change or Reset Password

Username

sferry

Password

|

Confirm Password

Password must be in the following format:

Minimum Length: 7

Minimum Numeric Characters: 2

Save

Cancel

Passwords must:

- 7 digits minimum – 14 maximum
- Contain 2 Numeric Characters
- Must match in the 2 fields
- passwords can NOT contain spaces.

Enter your new password in both fields, press TAB to activate the Save key

Click Save

SAVE YOUR PASSWORD WHERE YOU CAN EASILY RECOVER IT