

Best Access

Quick Reference Guide – Current Employees

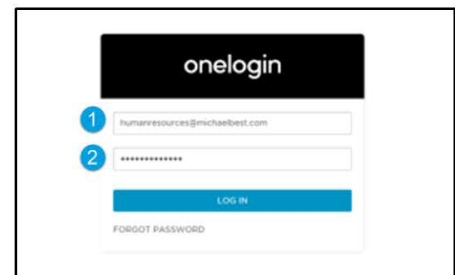
Accessing Your Account

If you are a current Partner or Employee, please follow the log-in instructions below to log in to your Best Access account from home.

If you are a **new** Partner or Employee, you must activate your **Single Sign-On (SSO)** while logging in to Best Access for the first time from within your virtual desktop. This is a one-time step. You will not be able to access your account from home until your SSO is activated.

Access From Home

- Click on the [Best Access Portal](#) link under the “Current Partners & Employees” section.
- Enter the following credentials, and then select “Log In.”
 1. User Name = Your work email address
 2. Password = Your network/desktop password (the same password you use to log into your desktop every day)



NOTE: If you forgot your network (desktop) password, please contact the [Help Desk](#) for assistance in resetting your password, or click the “Forgot Password” link. A reset email will be sent your work email address.

Contacts

Contact Human Resources at humanresources@michaelbest.com if you have any question/concerns.