

# Best Access

## Quick Reference Guide – Past Employees

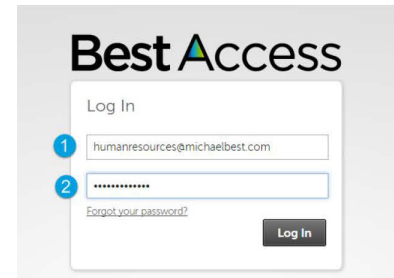
### Accessing Your Account

If you are a past Partner or Employee logging in to your Best Access account for the first time since leaving Michael Best, please follow the **First Time Log-in** steps below carefully.

If this is not your first time logging in to your account since leaving Michael Best, please scroll down to the **Forgot Password** section for instructions on how to reset your password.

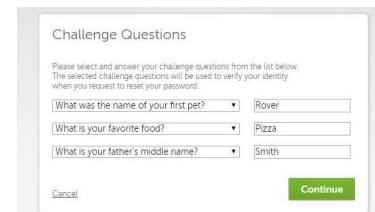
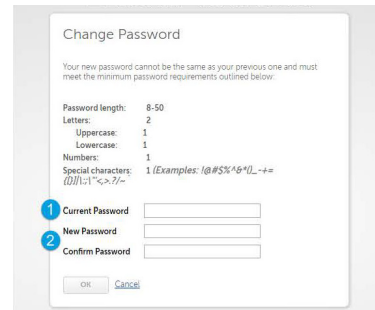
### First Time Log-in

- Click on the [Best Access Portal](#) link under the “Past Partners & Employees” section.
- Enter the following credentials, and then select “Log In.”
  1. User Name = Your work email address
  2. Password = Your date of birth, formatted as 8 digits with no dashes or back slashes (i.e. 01011980)



**NOTE: It may take up to 1 week after your last day before you can access your account. If your user name and password (DOB) are not working or you need immediate access to your account, please contact [HR](#).**

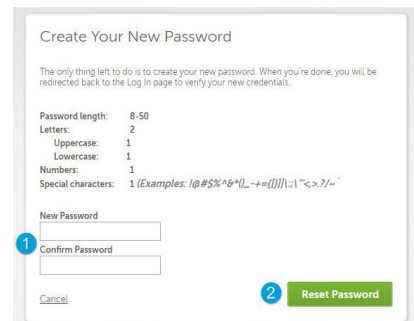
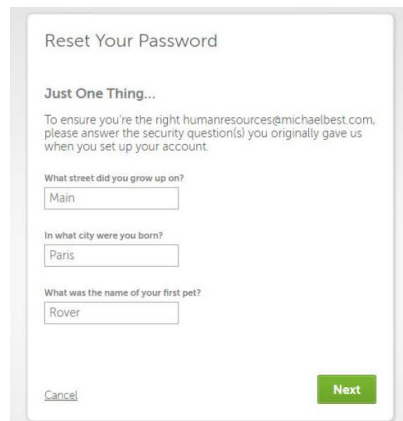
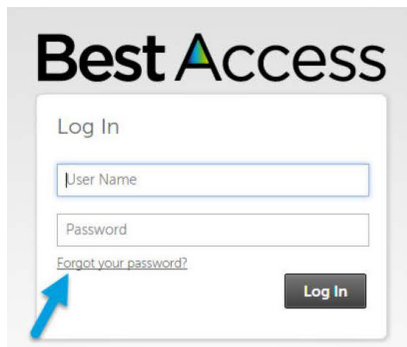
- Change your password, following the instructions on the screen.
  1. Re-enter your date of birth in the same 8 digit format, with no dashes or back slashes (i.e. 01011980)
  2. Enter a new password that meets the specified password requirements, then re-enter to confirm.
- Select your preferred 3 challenge questions. Enter your answers to the right of each field, and select “Continue.”
- After clicking “Continue,” you will be taken directly to your Best Access homepage. You can access your pay statements, keep your personal address, email and phone number up-to-date, and view your W-2 when it’s available (if you opted in to electronic delivery).



**NOTE: Your user name (work email address), new password and challenge question answers, in order to log in to your account in the future. If you forget your password in the future, you will need to answer your challenge questions in order to reset your password.**

## Forgot Password

- Click on the [Best Access Portal](#) link under the “Past Partners & Employees” section.
- Click the “Forgot Password” link.
- Under “Let’s get started,” enter your work email address in the “User Name” field, and then click “Go.”
- Answer your 3 challenge questions, and then click “Next.”
- Enter a new password that meets the specified password requirements
  1. Re-enter to confirm
  2. Click “Reset Password”



## Contacts

Contact Human Resources at [humanresources@michaelbest.com](mailto:humanresources@michaelbest.com) if you experience any issues or forgot your work email address and/or challenge question answers.