



## NYL GBS Leave Absence & Accommodation Portal

### Single-Sign- On (SSO) Registration Guide with a New Registration

1. To access the NYL GBS Leave Absence & Accommodation Portal, please visit [My Personal Information \(MPI\)](#) or PeopleDock's [Leave & Accommodation page](#) on 88sears.com.
2. Upon opening the NYLGBS Leave Absence & Accommodation Portal, you will be directed to Transformco SSO page. Enter your enterprise ID and password, then click on 'Login'.

NYL Login

Please enter your enterprise ID and password

Enterprise ID

Password

Login

3. After logging in, you will be prompted to register by filling in the required fields: First name, last name, Date of birth and last 4 digits of your Social Security Number. Once populated, click on 'Continue'.

Set up your seamless online access.

First Name

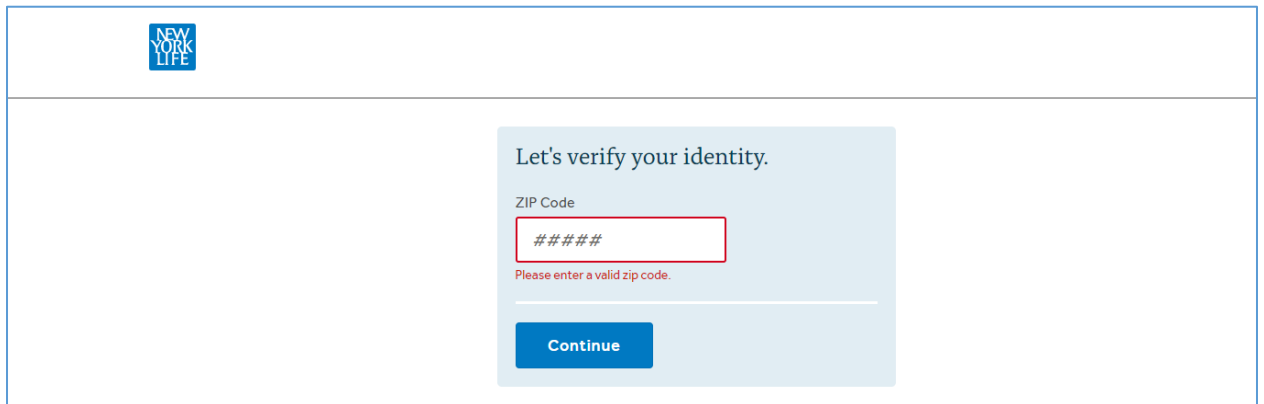
Last Name

Date of Birth

Last 4 digits SSN / TIN

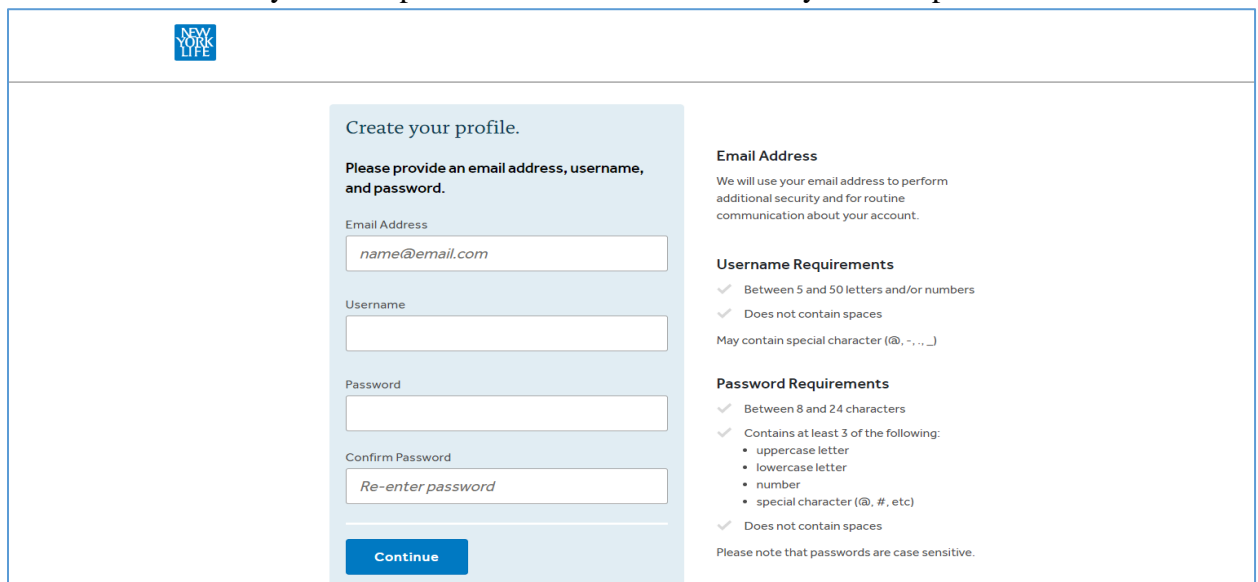
Continue

4. You will then have to enter in your Zip Code. Click 'Continue' to proceed.



5. Create your Profile: Enter a personal email address, enter a user name, and password. Confirm your Password. Click on 'Continue'.

**Note:** The personal email address should be used when creating your NYL GBS profile. You will need this user name and password in the future if you were to go out on leave. You will not have access to Transformco SSO while on a Leave of Absence and will need to receive future communications for your own personal Leave of Absence via your own personal email.



**Create your profile.**

Please provide an email address, username, and password.

Email Address  
name@email.com

Username

Password

Confirm Password  
Re-enter password

**Email Address**  
We will use your email address to perform additional security and for routine communication about your account.

**Username Requirements**

- ✓ Between 5 and 50 letters and/or numbers
- ✓ Does not contain spaces

May contain special character (@, -, \_)

**Password Requirements**

- ✓ Between 8 and 24 characters
- ✓ Contains at least 3 of the following:
  - uppercase letter
  - lowercase letter
  - number
  - special character (@, #, etc)
- ✓ Does not contain spaces

Please note that passwords are case sensitive.

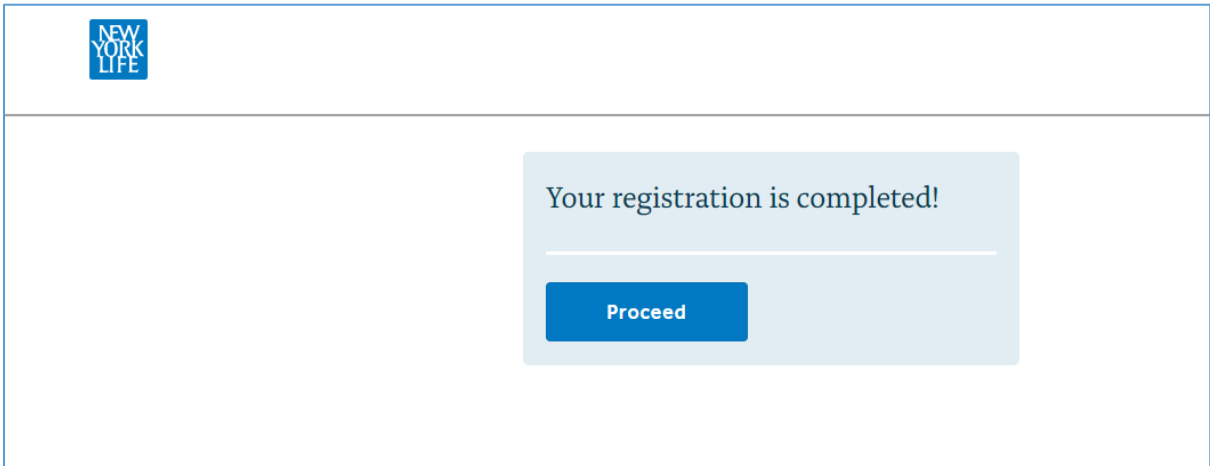
6. A 6 digit verification code will be sent to your personal email from New York Life Insurance Company email: [NewYorkLifeOnline@email.mdl.sparkpost.corptech.nylcloud.com](mailto:NewYorkLifeOnline@email.mdl.sparkpost.corptech.nylcloud.com)



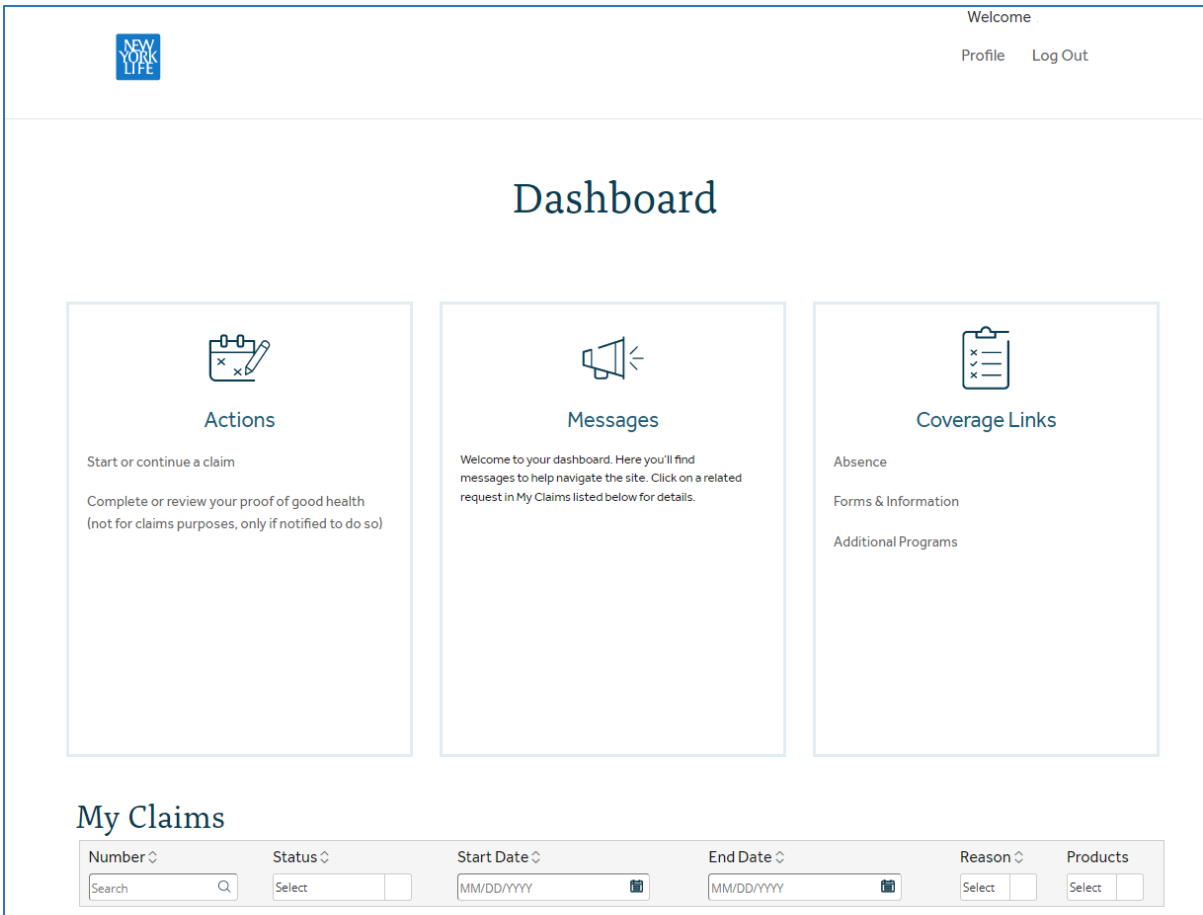
7. Enter the verification code into the NYL page and click on 'Submit'. You will then be asked to confirm the information you provided as well as review and agree to the NYL Terms and Conditions. Once you have reviewed the information entered and read the Terms and Conditions, click 'Submit'.

The screenshot shows the New York Life logo in the top left corner. The main content area is a light blue box titled "Review and submit." with the instruction "Please confirm and submit the information you provided." Below this, there are two input fields: "Username" and "Email Address". Underneath is a section titled "Terms and Conditions" which contains a scrollable text area with the following text: "New York Life Group Benefits Solutions Website Terms and Conditions. The information, text, graphics and links provided herein are provided by New York Life Group Benefits Solutions (NYL GBS) as a convenience to its customers. NYL GBS does not warrant the accuracy or completeness of the". Below the text area is a checkbox that is checked, with the text "I have read and agree to the terms and conditions." At the bottom of the form are two buttons: "Edit" and "Submit".

8. You will received a confirmation that your registration is complete. Click on 'Proceed'.



9. You will be brought to your Employee Dashboard.



The next time you log in using the Transformco SSO for NYL. You will be brought immediately to your Employee Dashboard.