Register for Sodexo LINK

1. Logging in to Sodexo LINK for the first time? You'll need to register first.
2. To register, make sure you have the following information:
   a. A recent pay statement
   b. Your Social Security Number
3. Go to www.sodexolink.com.
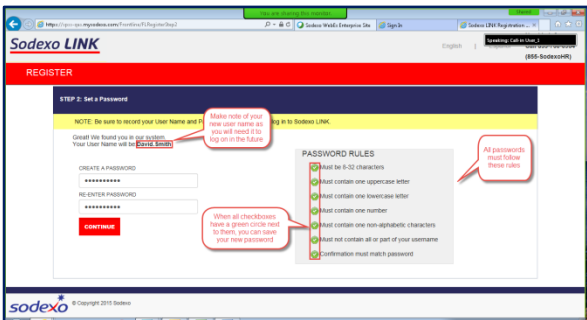4. Click on the **Register first** link at the lower left of your screen.

Verify Your Identity

1. On the next page, enter your last name, the last four (4) digits of your Social Security Number and your employee ID.
   NOTE: You can find your employee ID at the top left of your pay statement.
2. Enter the security code from the box below exactly as you see it.
   NOTE: If you have trouble reading the code, you can refresh it for another code or have the code read aloud by pressing the speaker button.
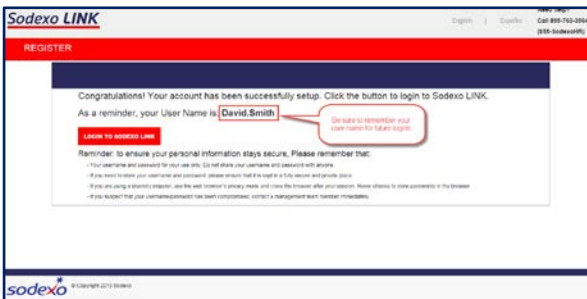3. Click **Continue** after you've entered all the required information.

Create Your Password

1. Enter a new password and re-enter it for confirmation.
2. Your password must:
   a. Contain 8-32 letters, numbers and/or symbols (! @ $, etc.)
   b. Contain one (1) uppercase letter
   c. Contain at least one (1) number
   d. Contain at least one (1) symbol or non-alphabetic character (! @ $, etc.)
   e. Be different than your username
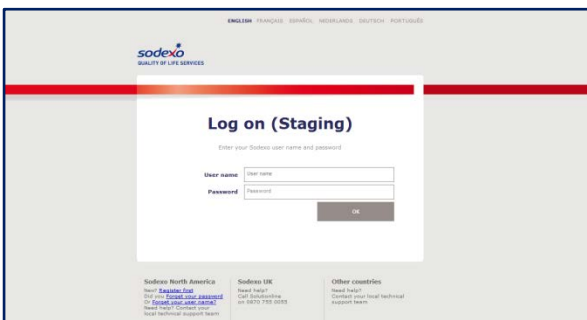3. Green checkmarks will appear next to the list on the right as you meet these password rules.
   NOTE: If any **RED X's** show, you will need to pick a different password.
4. Click **Continue** to save your password when the entire list is showing green checkmarks.
   NOTE: You'll need to remember your username provided on this screen and your new password to log in.

Congratulations!

1. You will receive a confirmation screen with your username when you have registered successfully.

Log in to Sodexo LINK

1. Click the **Login to Sodexo LINK** button to go back to the login screen.
2. Enter your username and password.
3. Click **Continue**.

Contact the PeopleCenter at **855 SodexoHR (855 763 3964)** for questions and help.