EdiPhy Advisors

Enrolling in ADSelf Service

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Before We Get Started - This guide will walk you through enrolling in Self Service using any web browser available on your device. While this process is compatible with a wide range of web browsers, we recommend using Microsoft Edge for the best performance and compatibility.

Using Any Web Browser:
You have the flexibility to perform this task using any web browser you're comfortable with. Whether you prefer Google Chrome, Mozilla Firefox, Apple Safari, or other popular browsers, the process will work. This cross-browser compatibility ensures that you can access and complete the task from a device of your choice, such as a computer, laptop, tablet, or smartphone.

*PLEASE NOTE – YOU WILL ONLY NEED TO GO THROUGH THIS PROCESS ONCE, you will not go through this process each time you will need to Unlock your EdiPhy account or Reset your EdiPhy Password *

Once enrolled in AD Self Service, you will only need to log in to update your security questions, when needed
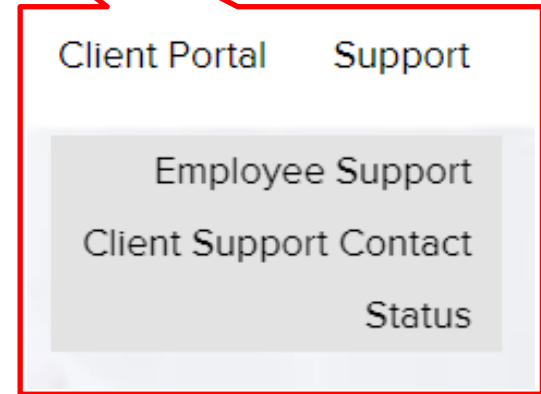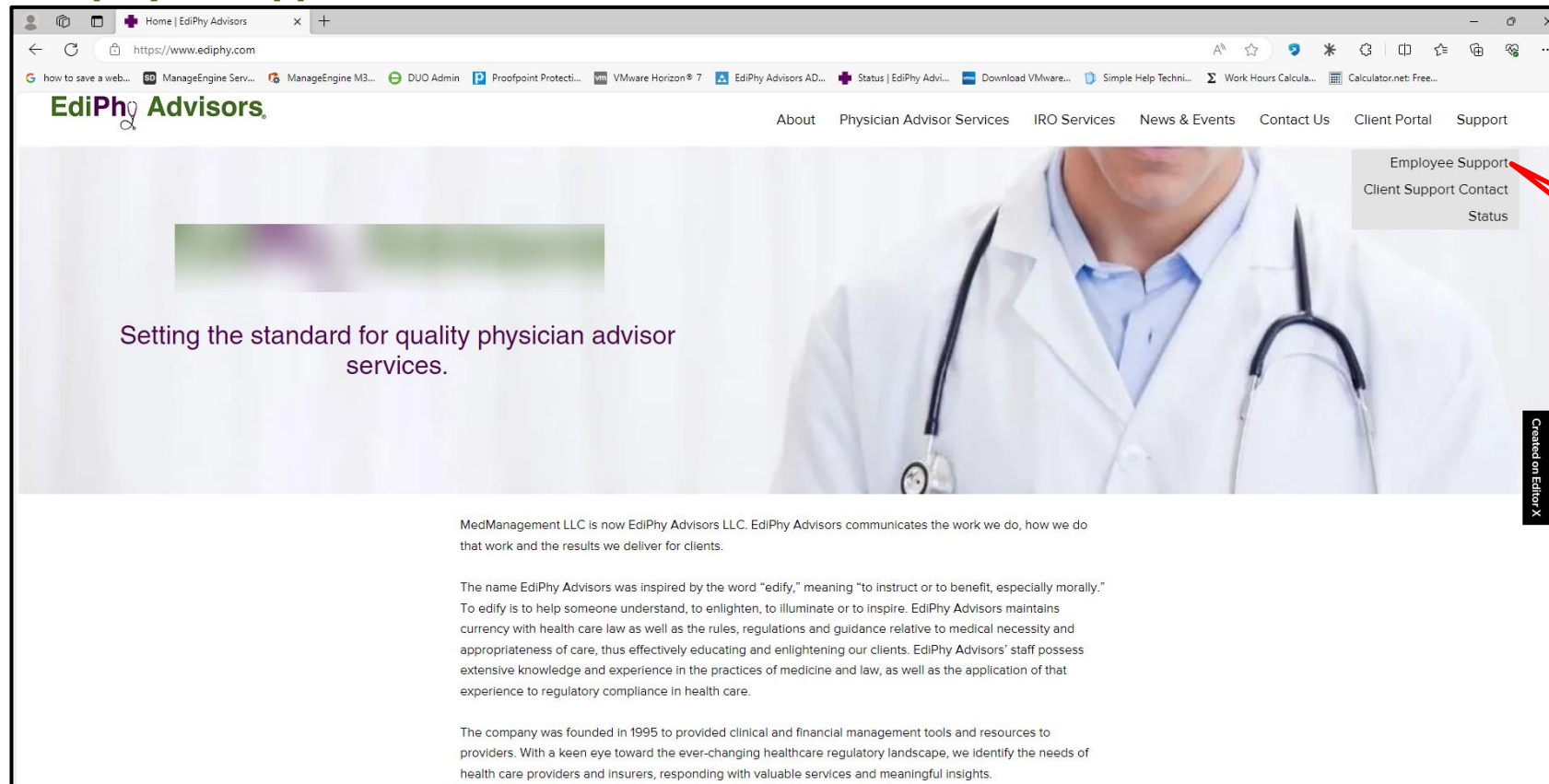
Enrolling in ADSelfService

1. Open any web browser you have available. If using an EdiPhy device, this browser will be Edge or your desktop icon for this may say Edge-Work

2. Navigate to the website: [Home | EdiPhy Advisors](#) or www.ediphy.com
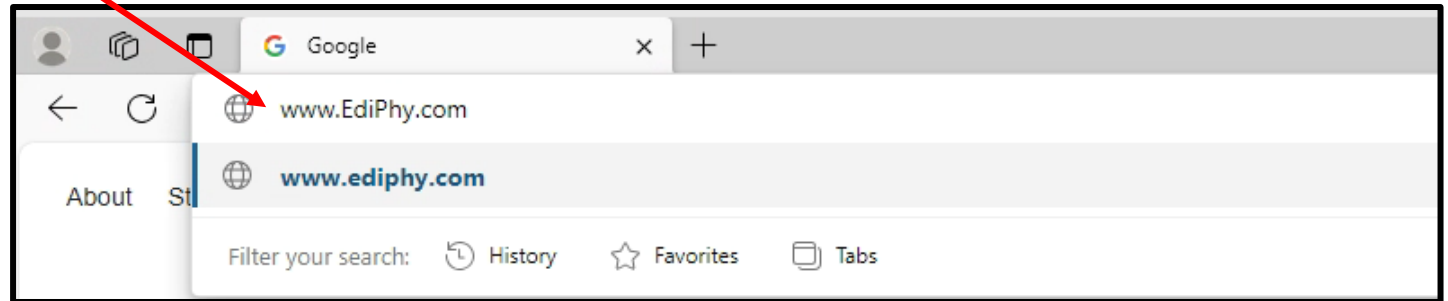
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3. Once on the EdiPhy Advisors homepage, using your mouse, hover over **'Support'** at the top right corner, and click on **'Employee Support'**
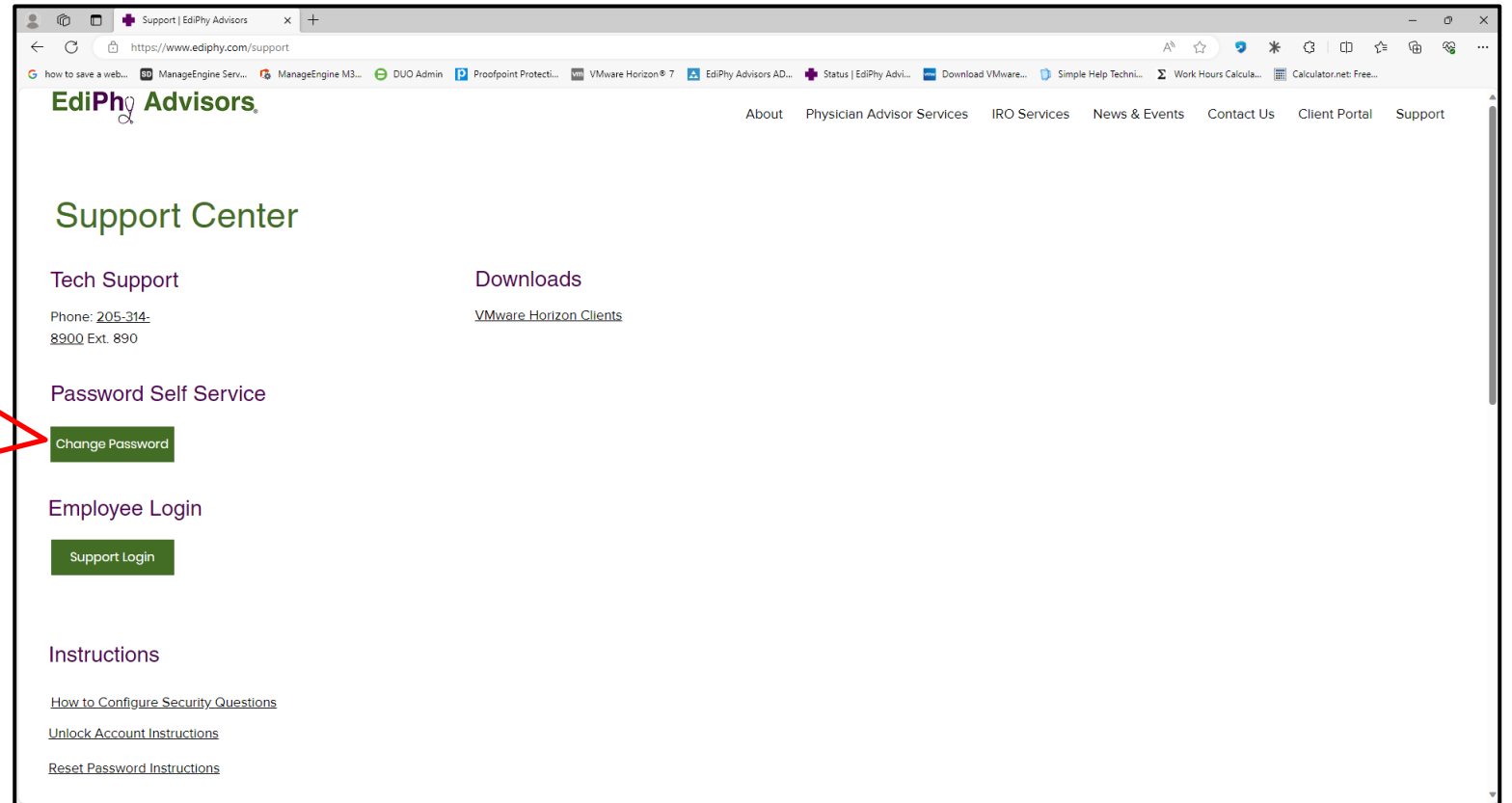

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4. On the 'Support' page, click the green 'Change Password' button under Password Self Service to be taken to the AD Self Service page

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5. You should be directed to 'ADSelfService Plus'. Here you will need to log in with your current EdiPhy username and password

It is important to enroll/register while your account is in good standing

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5a. Here you will need to log in with your current EdiPhy username and password

1. Enter your EdiPhy username

2. Enter current EdiPhy password

3. Leave the 3rd box as "MMLAN"

4. Click the green Login Button

ADSelfService Plus

Log In

Username

Password

MMLAN

Login

Forgot your password?

Account locked out?

Once enrolled in AD Self Service, you will only need to log in to update your security questions, when needed

6. Once you are logged in, you will be taken to the MFA Enrollment Page. Here you will need to choose or create your security questions and answers.

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Please note: The minimum length of the questions(s) should be 3 characters and maximum allowed is 255 characters.
The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters.

6. Create your security question(s) and answer(s) and click the green "Next" button to continue

- **Please note: The minimum length of the questions(s) should be 3 characters and maximum allowed is 255 characters.**

- **The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters.**

- **Be sure to "Give a unique answer to each question"**

Click green "NEXT" button when done with questions and answers

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7. Once you click next, you will need to choose an authentication method for the system to verify your successful enrollment.
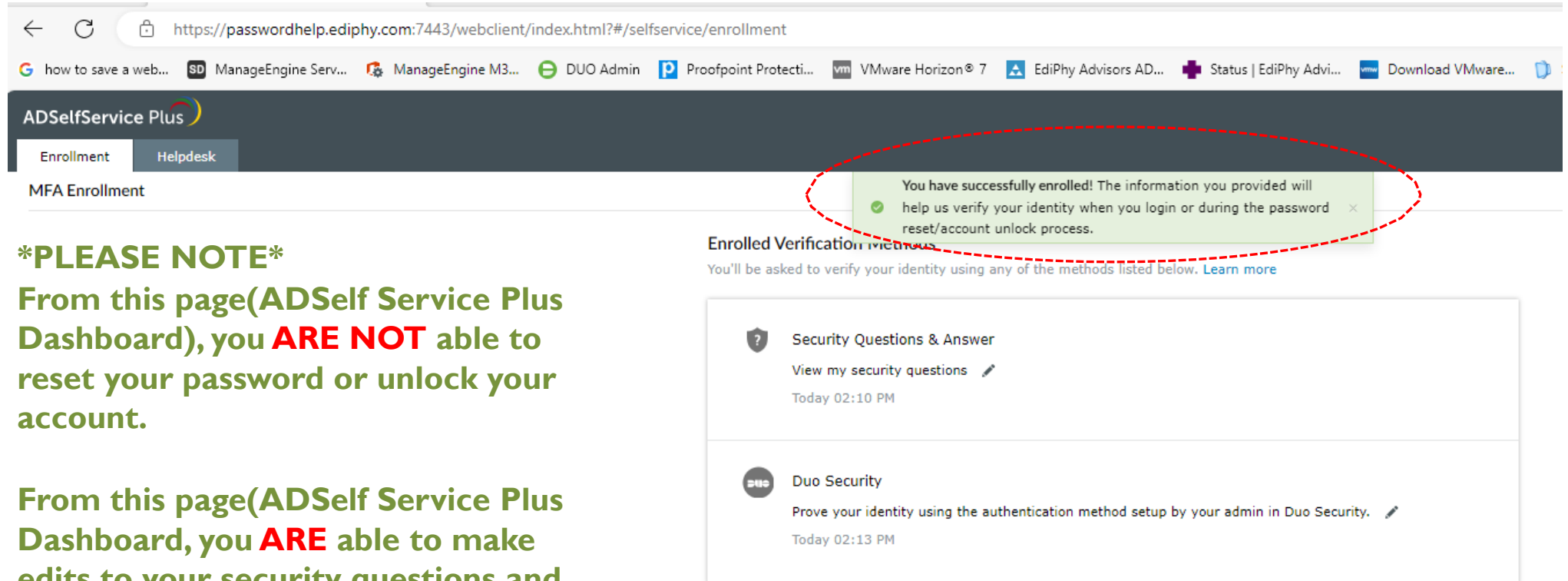
7. Once you have been successfully authenticated using one of the provided DUO methods, you should see a green "Success! Logging you in" message.

7. Lastly, you should be automatically re-directed to your ADSelf Service Plus Dashboard with a message that you are successfully enrolled.

PLEASE NOTE

From this page(ADSelf Service Plus Dashboard), you ARE NOT able to reset your password or unlock your account.

From this page(ADSelf Service Plus Dashboard, you ARE able to make edits to your security questions and answers

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7. To log out, you will need to click the profile icon at the top right, and select sign out