





## HR SELF SERVE APPLICATION INSTALLATION INSTRUCTIONS

### IF YOU HAVE A COMPANY EMAIL ADDRESS



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1. Scan the QR code to open the “Power Apps” Application
2. Sign in into Power Apps
  - Enter your company email address
  - Enter your usual password
3. If necessary, search for “Employee Self Service”
  - Click  to save Employee Self Service to Favorites. It will change to 



### IF YOU DO NOT HAVE A COMPANY EMAIL ADDRESS

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1. Scan the QR code to install the “Power Apps” application
2. Sign in into Power Apps
  - Enter your [EmployeeID]@pandj.com
    - Example: *12345@pandj.com*
  - Your password is your Employee ID + the last 4 digits of your social security number
    - Example: *Employee ID 12345*  
*SSN: 589-88-3367*  
*Password: 123453367*
3. You will be prompted to enter a new password for yourself. Use the new password the next time you log into Power Apps.
  - Click  to save Employee Self Service to Favorites. It will change to 

For any problems, contact Support at 865-392-3034, Mon. - Fri. 8AM - 5PM EST or email [pjtechsupport@pandj.com](mailto:pjtechsupport@pandj.com)