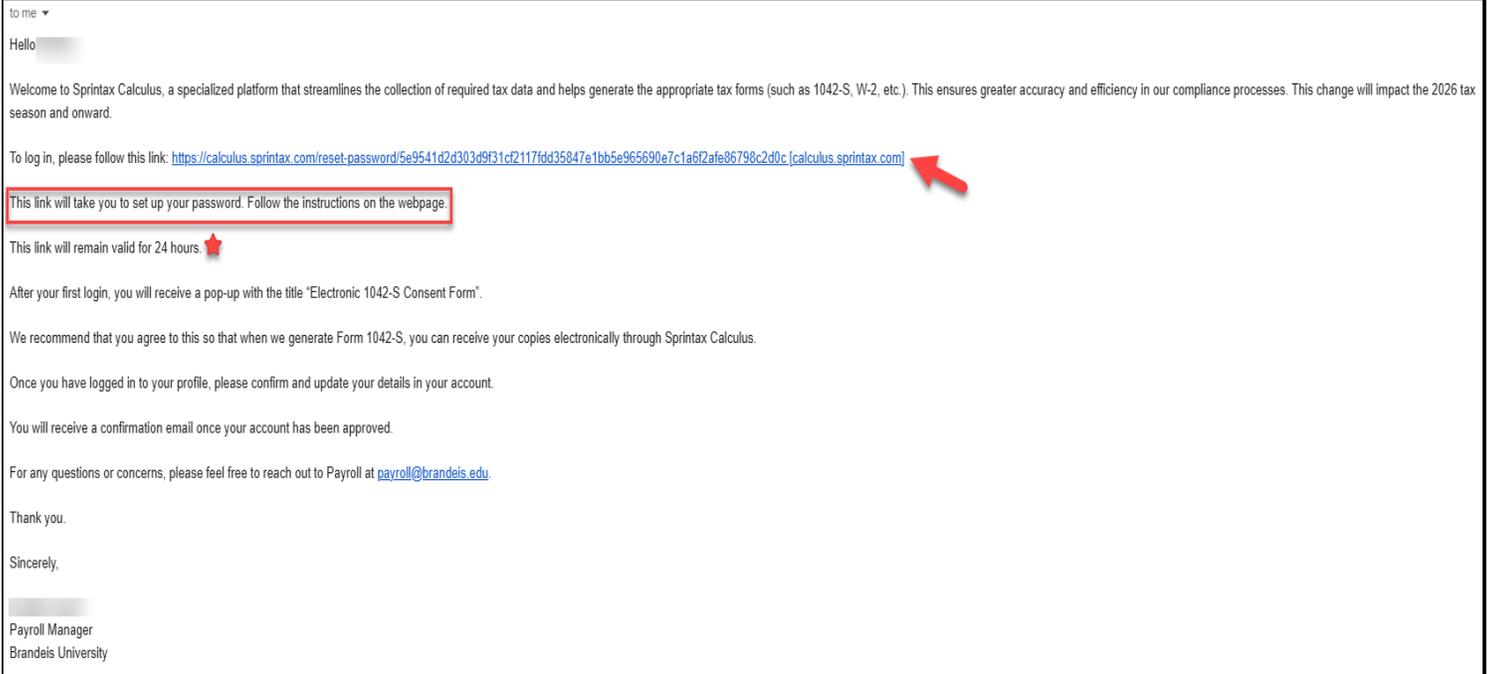


Sprintax Calculus – Log In Job Aid

This Job Aid will walk users through how to log in to the Sprintax profile. For any questions, reach out to payroll@brandeis.edu

1) If you are new to Sprintax, you will receive an **Activation Email**.



Click on the **activation link**. This will bring you to a webpage that will allow you to input your **password**. Make sure you complete this within **24 hours of receiving the email**.

2) If you have already created a password and you are logging in after you have activated your account, follow this link: <https://calculus.sprintax.com> [calculus.sprintax.com]

a. Following the link, you will find the page below and select **Campus**. **DO NOT** fill in the email and password here.

The screenshot shows the login page with the following elements:

- Header: "Login"
- Text: "New here? [Create an account](#)"
- Buttons: "Google", "Apple", and "Campus" (highlighted with a red box).
- Text: "or continue with email"
- Form: "Email Address*" with an input field.
- Form: "Password*" with an input field and a "Forgot password?" link.
- Button: "Log in"

b. Then select **Brandeis University** from the drop-down menu or begin typing Brandeis in the search bar. Then select **continue**.

The screenshot shows the "Please select your campus affiliation" page with the following elements:

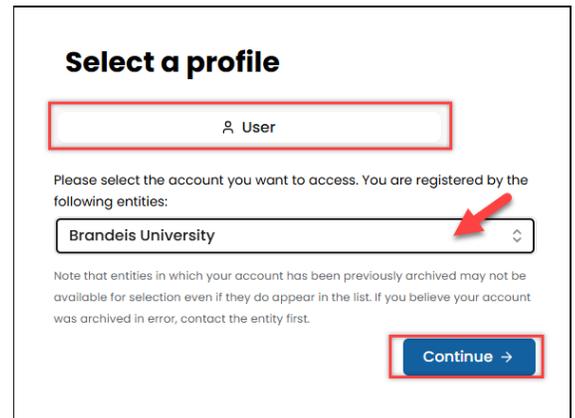
- Section-Header: "Please select your campus affiliation:"
- Text: "Start searching for university:"
- Form: Search bar containing "Brandeis" (highlighted with a red box and arrow).
- Text: "Campus *"
- Form: Drop-down menu showing "Brandeis University" (highlighted with a red box).
- Text: "If you do not see your inviting entity in the list, it may be because the entity has not chosen to use campus credentials for accessing Sprintax. In this case, click 'Go Back' and sign in using your Sprintax credentials instead."
- Buttons: "Go Back" and "Continue" (highlighted with a red box).

- c. This will bring you to the standard Brandeis login screen. Fill in your **Brandeis credentials**.



The image shows the Brandeis login interface. At the top is the 'Brandeis' logo in blue. Below it are two input fields: 'username' and 'passphrase'. The 'username' field contains a greyed-out placeholder, and the 'passphrase' field contains a series of dots. Red arrows point to both input fields. Below the fields is a link that says 'create account / forgot passphrase'. At the bottom right is a blue 'log in' button with a red border.

- d. Then select **User** and **Brandeis** in the **Select Payer/Payers dropdown**, then click **continue**.



The image shows the 'Select a profile' screen. At the top is the heading 'Select a profile'. Below it is a search bar containing 'User' with a magnifying glass icon. Below the search bar is a dropdown menu showing 'Brandeis University' with a red arrow pointing to it. Below the dropdown is a note: 'Note that entities in which your account has been previously archived may not be available for selection even if they do appear in the list. If you believe your account was archived in error, contact the entity first.' At the bottom right is a blue 'Continue →' button with a red border.