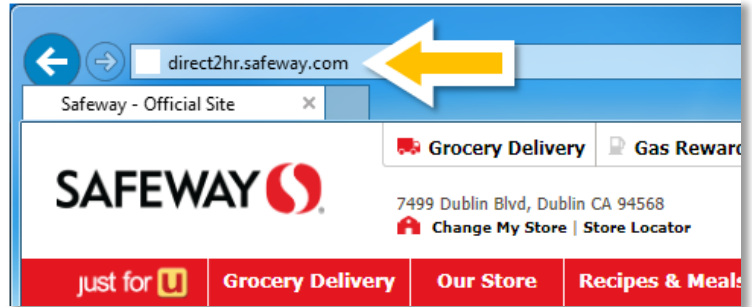


## Instructions to Access DirectHR

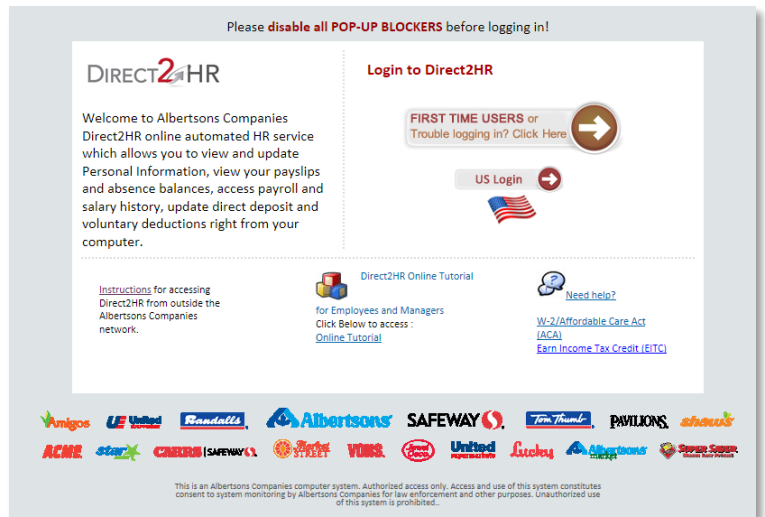
The **Albertsons Companies Direct2HR** is an automated HR service that allows an employee to view paylips and vacation balances, access payroll and salary history, and update Personal Information, Direct Deposit, and voluntary deductions from a computer. Follow this guide to log in!

1. Open an **Internet Explorer** Browser and type the Albertsons Direct2HR Homepage link on the address bar: [direct2hr.safeway.com](http://direct2hr.safeway.com)

Click here to open the page.



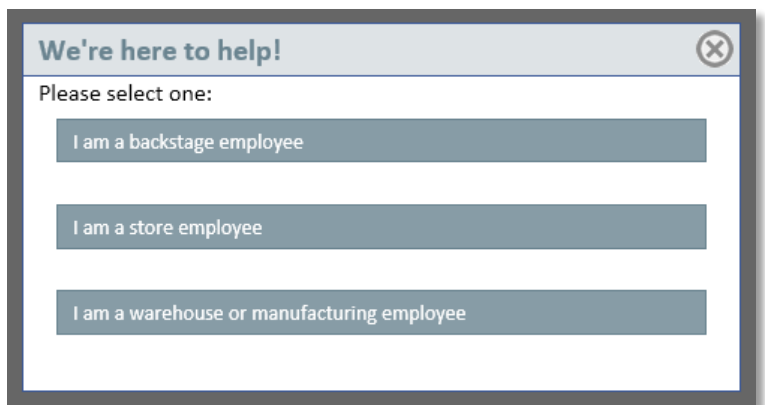
2. On the **Direct2HR Landing Page**, click **First Time Users** if this is your first time, or click **US Login** if you already have a password.



3. If you selected **First Time Users**, the screen will prompt to select an employee type.

Follow instructions in the succeeding sections:

- [Store Employees – Pages 2-4](#)
- [Backstage/Warehouse/Manufacturing Employees – Pages 5-7](#)



## Store Employee

1. Click **This is my first time logging in and I have never had my password reset before.**

**Store users...**

Please answer:

I have had my password reset by my store manager, assistant store manager or the Service Desk before.

This is my first time logging in and I have never had my password reset before.

The help desk has just reset my password and I need to manually change it in Identity Manager or I would like to setup my authentication questions in Identity Manager.

[Back](#)

2. Fill out the **Password Wizard** fields.

**First time store users...**

Please enter:

Password Wizard

Information entered into the password wizard is not saved.

**\*\* Please use your legal first name and legal last name! \*\***

First Name:  Last Name:

Birthdate:

Social Security Number/ Social Insurance Number:  -  -

Your default password is:

**OK**

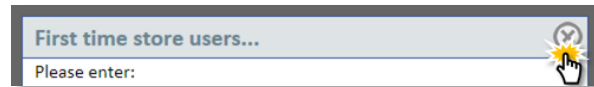
This is an Albertsons Companies computer system. Authorized access only. Access and use of this system constitutes

3. Copy the provided **default password.**

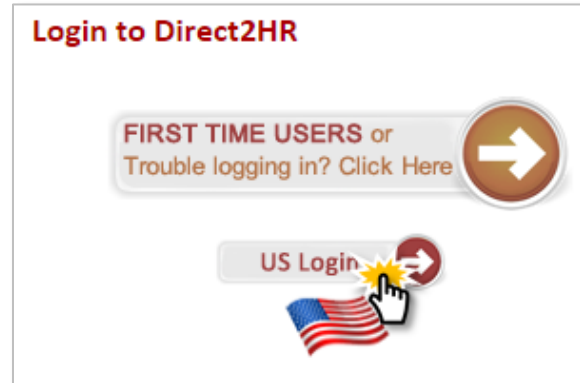
Your default password is:

**OK**

4. Click the **Gray X**.

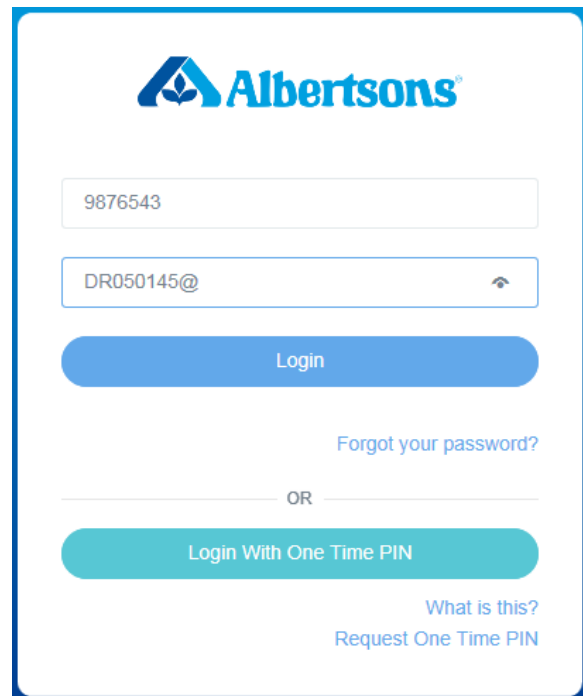


5. Click **US Login**.



6. Enter your **Employee ID** and the **default password** copied from the earlier Password Wizard.

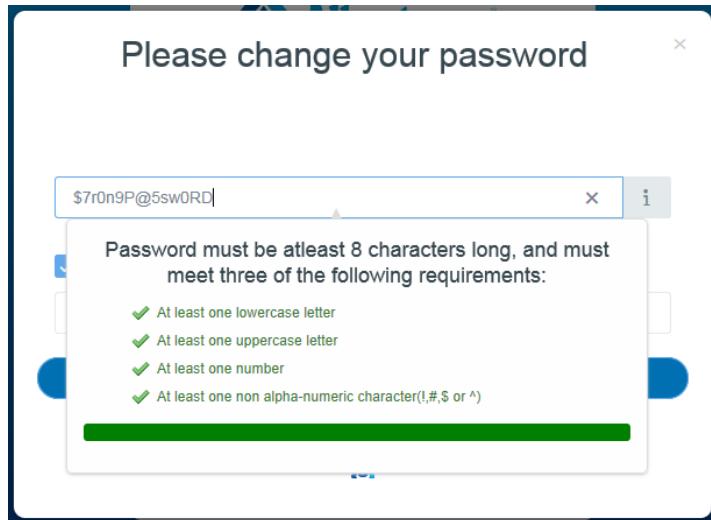
Click **Login**.



7. Create a **strong password** following 3 of the listed 4 character requirements:
  - a. At least one lowercase letter
  - b. At least one uppercase letter
  - c. At least one number
  - d. At least one symbol

**Note:** You may mark the Show Password box to see what you're typing.

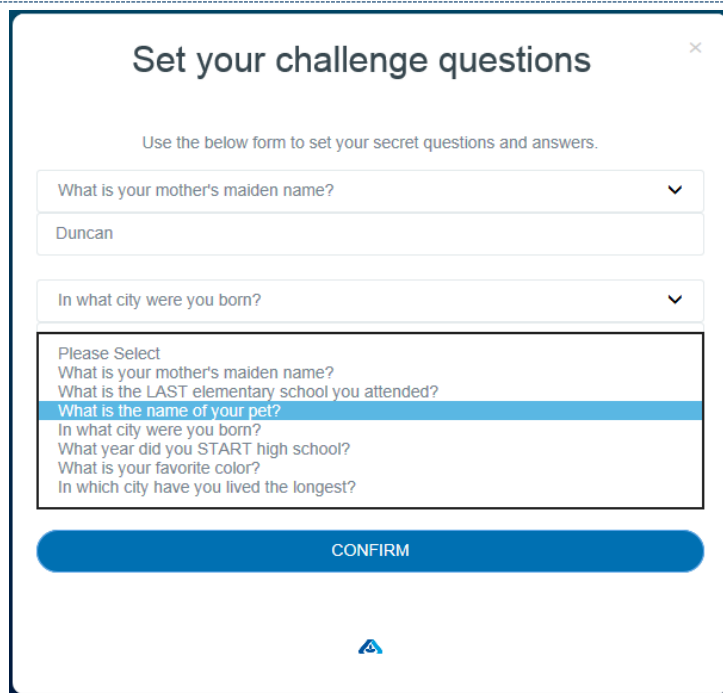
Click **SAVE**.



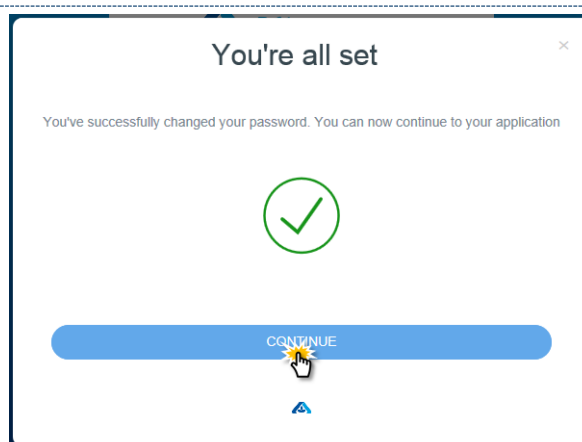
8. Select 3 **challenge questions** and **answers**. These will be used for self-service password resets in the future.

**Note:** Answers are case-sensitive.

Click **CONFIRM**.



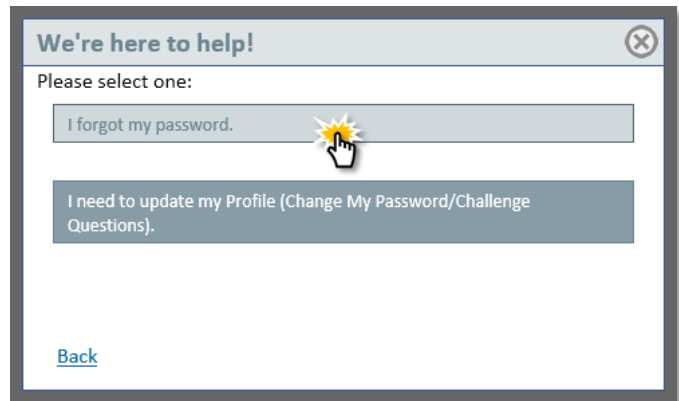
9. Click **CONTINUE** to proceed to your Direct2HR home page.



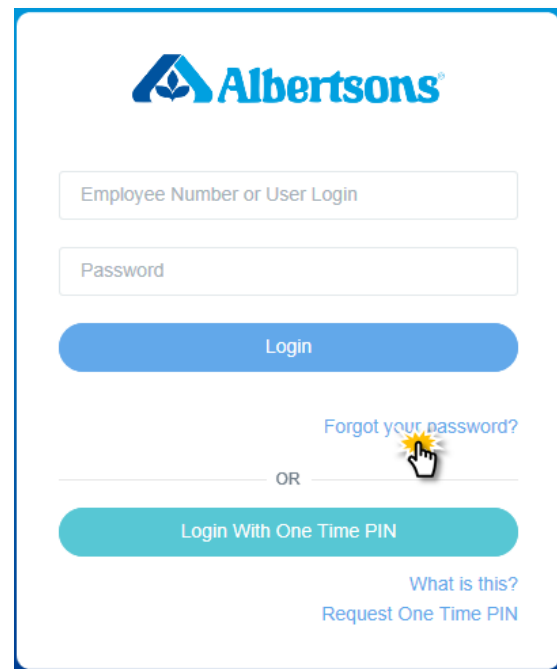
## Backstage, Warehouse, or Manufacturing Employee

1. Click **I forgot my password.**

The page will redirect to the **Albertsons Login** screen.

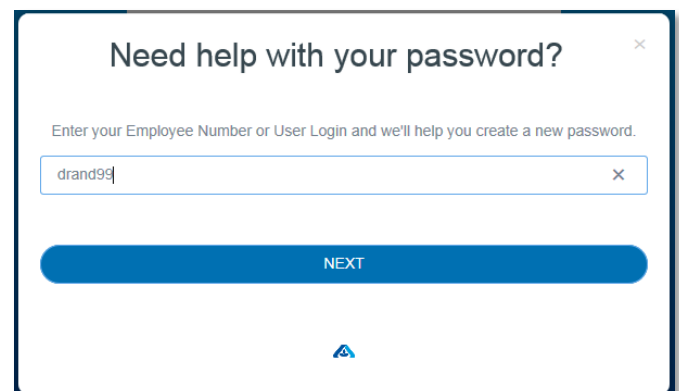


2. Click **Forgot your password?**



3. Enter your **Employee Number** or **User Login**.

Click **NEXT**.



4. Answer the questions to validate your identity:
  - a. Employee Number
  - b. Month and Day of birth
  - c. First 3 digits of your Social Security Number

Click **CONFIRM**.

**Validate your identity** ×

For your protection, please answer all identity questions. This way, we can verify it's really you.

What is your Employee #?

What is your Date of Birth (Month and Day)?

What are the first 3 digits of your Social Security Number?  
 - \* - \* \* \*

**CONFIRM**

5. Create a **strong password** following 3 of the listed 4 character requirements:
  - a. At least one lowercase letter
  - b. At least one uppercase letter
  - c. At least one number
  - d. At least one symbol

**Note:** You may mark the Show Password box to see what you're typing.

Click **SAVE**.

**Please change your password** ×

× i

Password must be atleast 8 characters long, and must meet three of the following requirements:

- ✓ At least one lowercase letter
- ✓ At least one uppercase letter
- ✓ At least one number
- ✓ At least one non alpha-numeric character(!, #, \$ or ^)

6. Select 3 **challenge questions** and **answers**. These will be used for self-service password resets in the future.

**Note:** Answers are case-sensitive.

7. Click **CONTINUE** to proceed to your Direct2HR home page.