

The CBS & YOU portal is designed to provide you easy access to company policies and information. This is the first step to get your questions answered and keep up-to-date on company news. Once you've logged in you can see the CBS Policy Guide for employees who are not full-time staff employees. You can also link to the employee self-service website where you can make personal changes and view your paycheck. See below for details on accessing your online paycheck.

Please go to [www.cbsandyou.com](http://www.cbsandyou.com) and register today by clicking on the "Register Account" button on the lower left corner of the welcome page. If you need assistance you may contact the CBS HRIS Help Desk at <http://HRISHelpDesk.cbs.net>.

### **First-Time User on CBS & YOU**

Start by clicking on **Register Account** and entering your Social Security number (including any zeros), your last name, and the month and day of your birth in MMDD format (including zeros). For example, if you were born on July 18, 1960, you would enter 0718.

Once you've entered this information successfully, you will be prompted to:

- Create a new username and password. Entries must be 8-20 characters long and may be composed of letters and/or numbers. Both entries are cAsE sensitive.
- Choose a primary e-mail address. Depending upon your situation, you may see your work e-mail address displayed. While you can't update your work e-mail account, you can add a secondary e-mail account, if you'd like. In either event, be sure to designate a primary e-mail address at which you'd like to receive CBS & YOU communications.
- Select and answer two secret questions. Remember, you only need to answer **two!** By providing your e-mail address and answers to your secret questions, you will be able to reset your account in the event that you lose or forget your username or password.

### **Accessing Oracle Employee Self Service**

The link and instructions below will take you to the Oracle login page. From here, you can access the Oracle Employee Self Service (ESS) menu, where you can make changes or updates to your basic personal data as outlined below or view your current or previous online paylips:

ESS Website: [https://mybenefits.cbs.com/OA\\_HTML/AppsLogin](https://mybenefits.cbs.com/OA_HTML/AppsLogin)

- Changing addresses and phone information
- Updating / adding / deleting emergency contacts
- Viewing current employment information
- View your current / previous paylips
- Updating / adding / deleting direct deposit information
- Changing federal tax information

### **Username and password information for first-time users accessing Oracle:**

- Access your Oracle Employee Self Service (ESS)
- Enter your Username: FirstInitial, LastName, DOB (MMDD) (e.g., JSmith0128)
- Enter your Password: CBS, last 4 of SSN (e.g., CBS1234)
- Users will be prompted to change their passwords when they log in for the first time