

First time logging into GBI Employee Portal:

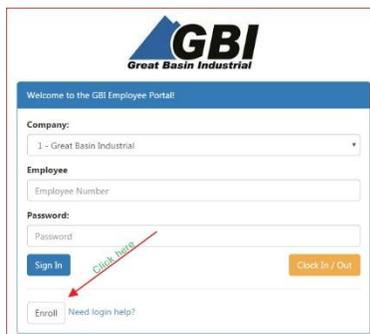
What you will need:

- Web address: <https://kds.mygbi.com:8383>
- **Employee Number:** If you don't know this, please contact Human Resources (hr@mygbi.com)
- **"Security PIN"** – This is the last 4 digits of your Social Security Number (SSN)

Go to:

<https://kds.mygbi.com:8383>

Then click on the "Enroll" button:



The screenshot shows the GBI Employee Portal login interface. At the top is the GBI logo. Below it is a blue header bar with the text "Welcome to the GBI Employee Portal!". The main content area contains a form with the following fields: "Company:" with a dropdown menu showing "1 - Great Basin Industrial"; "Employee Number" with a text input field; and "Password:" with a text input field. There are two buttons: a blue "Sign In" button and an orange "Clock In / Out" button. A red arrow points from the "Sign In" button to the "Enroll" button. At the bottom left, there is a link for "Need login help?".

On the next screen you will enroll.

Enrollment Screen:

Steps:

1. Enter your **employee number**. (If you don't know your employee # please contact HR).
2. Enter your **"security PIN"** (this is the last four digits of your Social Security Number (SSN)).
3. Set a new password for your login. Remember to follow the password instructions below the password section.

Welcome to the GBI Employee Portal!

Employee Number:
Employee Number ← Employee #

Enter your security PIN:
Enter your security PIN ← This is the last 4 digits of your SSN

Password:
Password ← Enter a password!

Confirm Password:
Confirm Password ← Re-enter your password!

ⓘ Passwords must be at least 8 characters long, and must contain at least 3 of the following: lowercase letters, uppercase letters, numbers, and special characters.

Register Back to Login

Click "Register"!

Congratulations you are now enrolled in the GBI Employee Portal!

The following screen will be the screen you go to when you login in the future!

My Hotlist Items Manage My Hotlist ⚙

Earnings Update Info