



NYLGBS Leave Absence & Accommodation Portal

Single-Sign-On (SSO) Registration Guide

for Associates who have already registered directly on the NYL GBS Portal

1. To access the NYL GBS Leave Absence & Accommodation Portal, please visit [My Personal Information \(MPI\)](#) or PeopleDock's [Leave & Accommodation page](#) on 88sears.com.
2. Upon opening the NYL GBS Leave Absence & Accommodation Portal, you will be directed to Transformco SSO page. Enter your enterprise ID and password, then click on 'Login'.

Note: Associates who have never registered will need to use instructions for new registration instead of these instructions. Those instructions can be found on People Dock under Leave and Accommodations under Associate Resources.

NYL Login

Please enter your enterprise ID and password

Enterprise ID

Password

Login

3. After logging in, you will be prompted to register by filling in the required fields. Once you have filled in the required information, Click 'Continue'.

Set up your seamless online access.

First Name

Last Name

Date of Birth

Last 4 digits SSN / TIN

Continue

4. Because you have already registered an account directly on the NYL GBS website (<https://www.mynylgbs.com/auth>) under Employee Login, you will be redirected to the NYL GBS login page. Please log in with the credentials you created the first time you visited the NYL GBS website.

Looks like your account already exists. Please use your username and password to login.

Username

Please enter a valid user name.

Password

Please enter a valid password.

Remember my username

Log in

[Can't access your account?](#)

5. You will then be prompted to enter your full Social Security Number. Click 'Continue'.

We need some more information, please enter your full Social Security Number or TIN. ✕

First Name

Last Name

Date of Birth

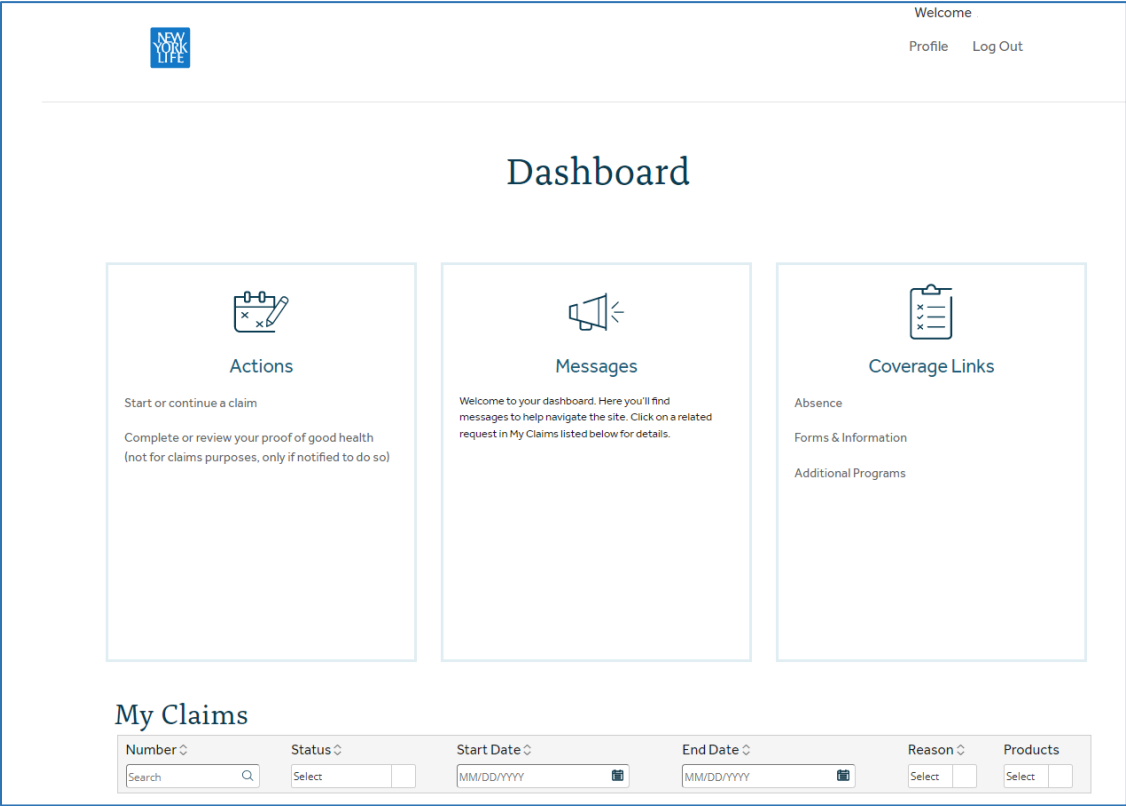
Social Security Number or TIN

Please enter full Social Security Number or TIN.

Continue

Having Trouble Registering?
We're here to help:
Review [Registration Help](#) or call us at 1 (800) 644-5567

6. Once entering the full SSN and clicking 'Continue', you will be redirected to your NYL GBS Dashboard.



Now your previously registered credentials will be linked to your account. You will only need to log in using the Transformco SSO page where you can enter your enterprise ID and password.