

Hello,

We are excited to offer you access to your Employee Experience Portal!

### **2 Factor Authenticator (2FA) App Strongly Recommended:**

- You will have the option to skip the 2FA set-up initially. We strongly recommend you do NOT skip this step. However, if you do elect to skip this step, you may set it up later from your EX account.
- If you decide to set-up 2FA during your initial set-up, you will need to have a 2 Factor Authentication App. This is strongly recommended as you are accessing confidential, personal information such as your bank account information (if you have direct deposit), tax forms and other related data. Our priority is to protect this information and therefore this portal requires 2 Factor Authentication.
- If you have an authenticator app, you may begin the process to create your account.
- If you do not, some examples of 2 Factor Authentication apps available on your phone include Microsoft Authenticator, Google Authenticator and Duo just to name a few. Most authenticator apps will work with this program. We are not recommending or supporting any particular authentication app. We recommend you research your options or talk to your employer about any they recommend or require you to use.
- We recommend you get your authenticator app fully set-up prior to creating your account. These apps have a few set-up steps involved so your data is better protected.

Once you have installed and set-up your Authenticator app, you are ready to begin creating your Employee Experience Portal account.

### ***Creating your account will take about 5 minutes.***

Below are summary instructions. Attached are by step instructions and additional 2Factor Authentication information.

### **Getting Started - Summary Instructions**

(Remember detailed instructions are available in the attached guide)

- You will need the following information:
  - Our Company Number which is 24039
  - Your Social Security Number
  - Your Date of Birth
  - Your Zip Code
  - Your email address

*NOTE – This information must match what we have in our payroll system.*

- Have an installed a 2 Factor Authenticator (2FA) app on your phone if you will not be skipping this step in your initial set-up. We strongly recommend you turn on 2FA during this initial set-up process.

*If you prefer to use your email for 2FA, select **skip** 2FA set-up. Once your account has been set-up, log out and log back in. You will be prompted to set-up 2FA using an app OR your email address.*

*Additional information on how to install a 2 Factor Authenticator is included in the Step by Step instructions below and at the end of this email.*

- Click the link below.  
<https://ex.payrollsolutionswa.com/Account/Login>
- Select **Create Account** (Do NOT enter a User Name or password until you have completed all the steps needed to create your account.)
- Follow the instructions provided.

Once you have completed your account set-up, you will need to use your Authenticator each time you log into your account if you have turned this on during your set-up.

You will find 2 documents attached.

10 EX Employee Step by Step Guide.pdf should you need some additional instructions on setting up your account.

20 EX Viewing your pay statements.pdf to show you where to find your pay statements.