

EX – Step by Step Instructions to set up your Employee Experience (EX) Portal

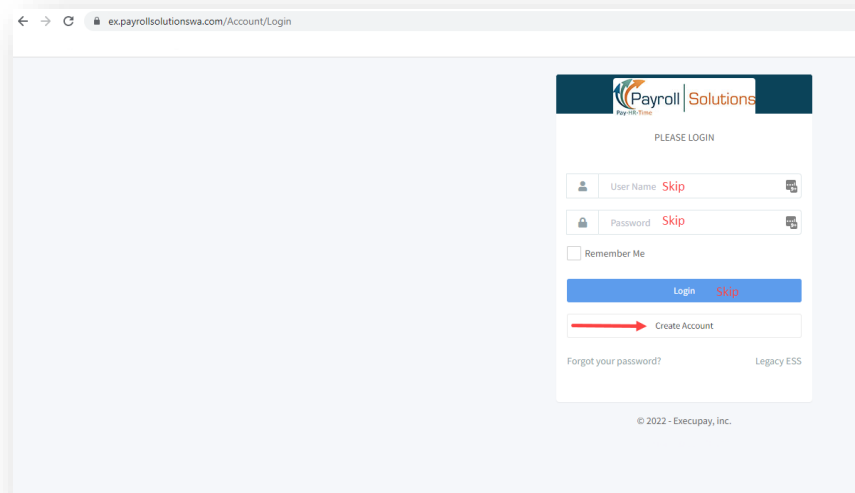
Step by Step Instructions

Step 1

Go to <https://ex.payrollsolutionswa.com/Account/Login>

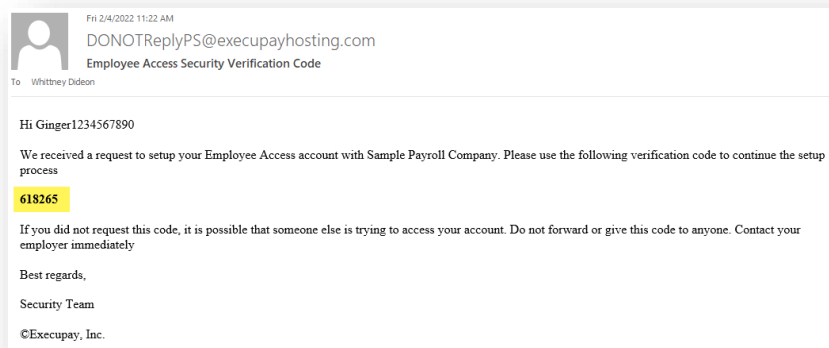
First, you will need to create your account. During this process, you will need **your Social Security Number, Date of Birth, Zip Code and email address**. This information must match the information we have on file.

Your Company Number will be provided to you in the email sent to you.

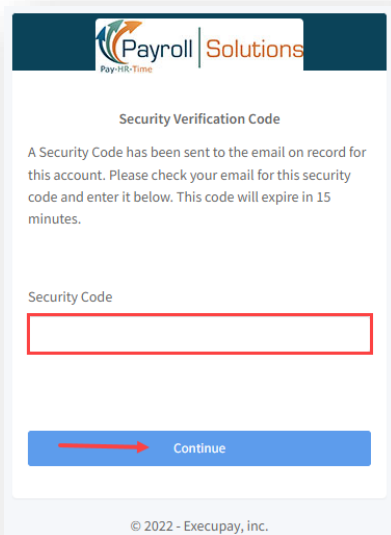


Step 2

A security code will be emailed to the address we have on file in our payroll system once you click on Create Account. This will come from DONOTReplyPS@execupayhosting.com. You will need to enter the number provided in this email. Please note, this email may end up in your junk or spam folder. If you do not receive this email, we may not have the correct email on file for you.



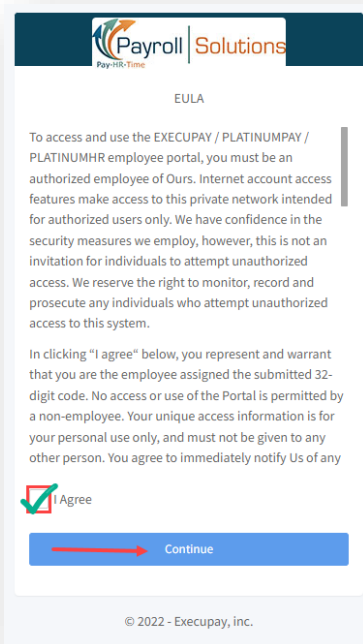
Enter the Security Code and Click Continue.



The screenshot shows a web interface for 'Payroll Solutions' with a 'PayHRTime' logo. The title is 'Security Verification Code'. The text states: 'A Security Code has been sent to the email on record for this account. Please check your email for this security code and enter it below. This code will expire in 15 minutes.' Below this is a red-outlined text input field. At the bottom is a blue button with a red arrow pointing right and the text 'Continue'. The footer says '© 2022 - Execupay, inc.'

Step 3

Read the EULA, check the box for “I Agree” and then click Continue.



The screenshot shows a web interface for 'Payroll Solutions' with a 'PayHRTime' logo. The title is 'EULA'. The text explains that to access the EXECUPAY / PLATINUMPAY / PLATINUMHR employee portal, the user must be an authorized employee. It states that internet account access features make access to this private network intended for authorized users only. It also mentions that the company reserves the right to monitor, record, and prosecute any unauthorized access. Below this, it states: 'In clicking “I agree” below, you represent and warrant that you are the employee assigned the submitted 32-digit code. No access or use of the Portal is permitted by a non-employee. Your unique access information is for your personal use only, and must not be given to any other person. You agree to immediately notify Us of any'. There is a checkbox with a green checkmark and the text 'I Agree'. At the bottom is a blue button with a red arrow pointing right and the text 'Continue'. The footer says '© 2022 - Execupay, inc.'

Step 4

Create your user name, password, re-enter the password and click Create User.

Username may only contain upper or lower case letters, digits and only these special characters (@-_.) It may not contain spaces or whitespaces.

Passwords must be at least 8 characters in length, contain at least one uppercase letter, one lowercase letter, one digit and one special character.

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NEW USER SETUP

Please setup your user account.

User Name

Password

Confirm Password

CREATE USER

User name policy: The user name can contain only uppercase or lowercase letters (A-Z, a-z), digits (0 to 9), special characters (@, -, _ ,) and no whitespace

Password policy: The password must be at least 8 characters in length, at least one uppercase letter, one lowercase letter, one digit and one special character

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Step 5

Select a security question from the drop down menu and provide your answer and click Continue.

You will need to set-up 3 security code questions.

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SECURITY QUESTION SETUP

Please select security question and answer

What was your childhood nickname?

What was your childhood nickname?

What is the name of your favorite childhood friend?

What street did you live on in third grade?

What is the middle name of your oldest child?

What is your oldest sibling's middle name?

What school did you attend for sixth grade?

What is your oldest cousin's first and last name?

In what city or town did your mother and father meet?

What was the last name of your third grade teacher?

In what city does your nearest sibling live?

What is your maternal grandmother's maiden name?

Where were you when you first heard about 9/11?

What was your dad's city of birth?

What was your mom's city of birth?

What was your spouse city of birth?

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SECURITY QUESTION SETUP

Please select security question and answer

What was your childhood nickname?

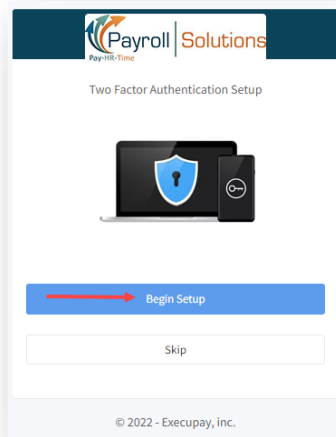
Security Answer

Continue

Step 6

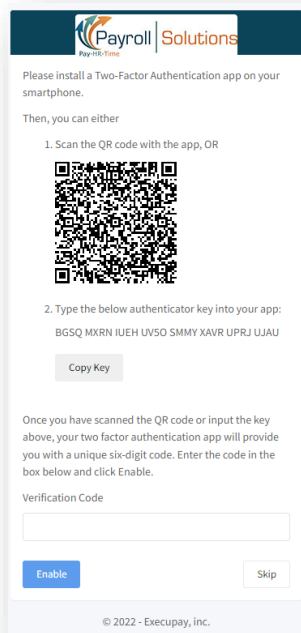
2 Factor Authenticator is not required but **STRONGLY ENCOURAGED!**

Click Begin Set-up or Skip to skip turning on 2 Factor Authentication at this time. You may turn on later if needed.



You should **FIRST** select and download a 2 Factor Authenticator App. If your company uses one for other applications, we recommend you use that authenticator. If you do not use one, they system will give you a QR code to download Google Authenticator.

Using your 2 Factor Authenticator App, under ADD select Scan a QR code or enter a set-up key. Using the information provided in the Employee Experience Portal set-up process, scan the QR code or enter the key provided.



If you need an example of a 2FA set-up process, please scroll to the end of these directions for additional information.

This is the 6 digit code you will need to enter into the Employee Experience Portal set-up process.

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Please install a Two-Factor Authentication app on your smartphone.

Then, you can either

1. Scan the QR code with the app, OR

2. Type the below authenticator key into your app:
BGSQ MXRN IUEH UVSO SMMY XAVR UPRJ UJAU

Copy Key

Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique six-digit code. Enter the code in the box below and click Enable.

Verification Code

668201

Enable Skip

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Step 7

You have now completed the set-up process to access your Employee Experience Portal. You will also receive an email.

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Congratulations!

Your account has been created successfully

Login

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Fri 2/4/2022 11:24 AM

DONOTReplyPS@execupayhosting.com

Employee Access Account Successfully Created

To: Whitney Dideon

Hi Ginger1234567890

Your Employee Access account with Sample Payroll Company has been successfully created.

Best regards,

Security Team

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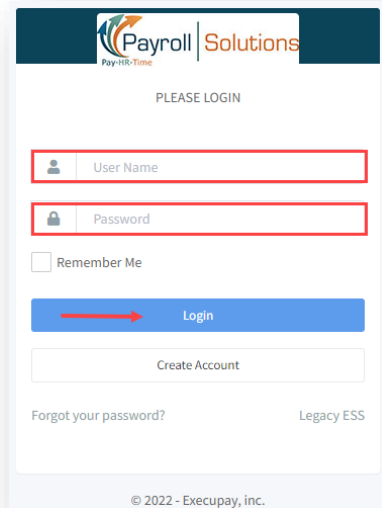
NOTE: You will need your 2 Factor Authenticator app each time you log into your Employee Experience Portal.

Account Created and ready to login.

You will use the same URL to access your account once you have completed the set-up process.

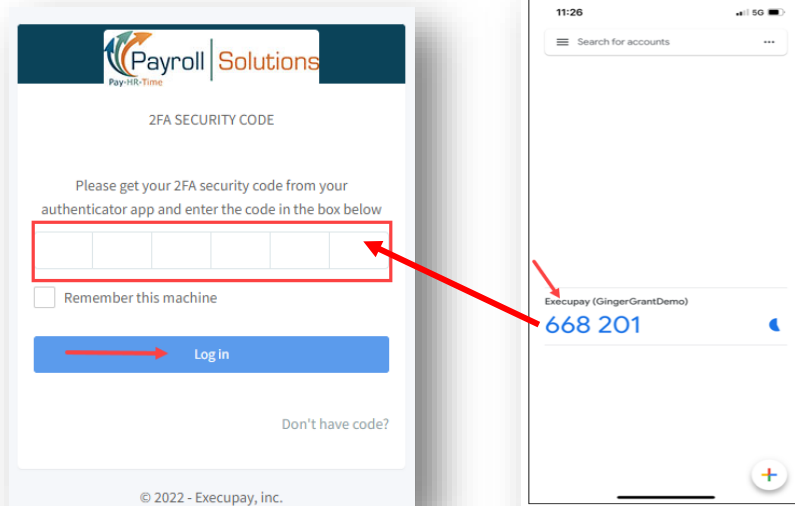
<https://ex.payrollsolutionswa.com/Account/Login>

Enter your Username and Password and click Login.



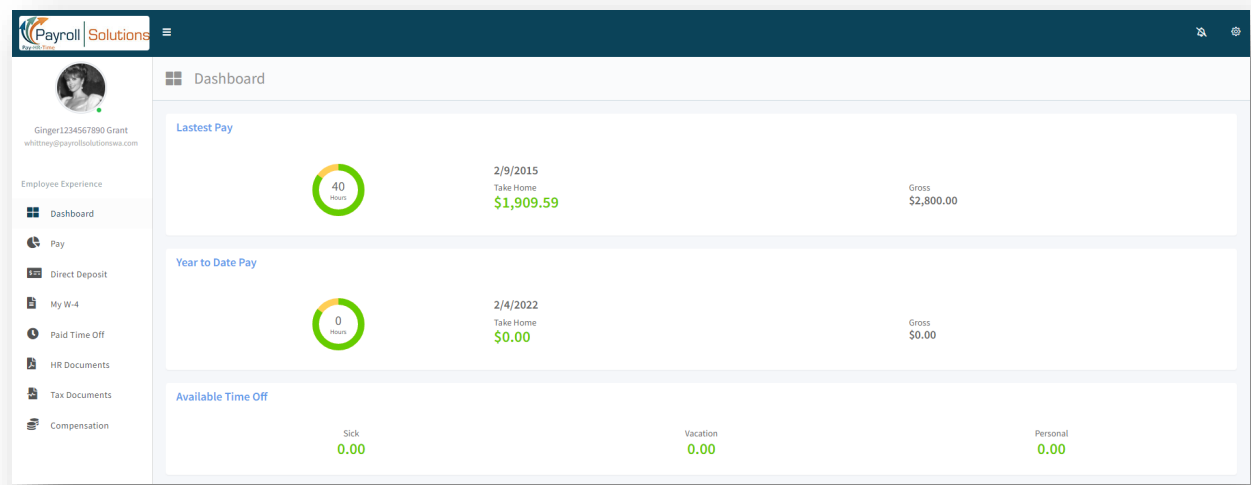
The screenshot shows the 'PLEASE LOGIN' page for Payroll Solutions. It features a header with the company logo. Below the header, there are two input fields: 'User Name' and 'Password', both highlighted with red boxes. A 'Remember Me' checkbox is located below the password field. A blue 'Login' button with a red arrow pointing to it is positioned below the input fields. Below the login button is a 'Create Account' button. At the bottom of the form, there are links for 'Forgot your password?' and 'Legacy ESS'. The footer displays the copyright notice '© 2022 - Execupay, Inc.'.

Enter your @ Factor Authenticator Code from your App and click Log In.



The image displays two side-by-side screenshots. The left screenshot shows the '2FA SECURITY CODE' page. It instructs the user to 'Please get your 2FA security code from your authenticator app and enter the code in the box below'. A red box highlights a six-digit input field. Below this field is a 'Remember this machine' checkbox and a blue 'Log in' button with a red arrow. A link for 'Don't have code?' is at the bottom. The footer shows '© 2022 - Execupay, Inc.'. The right screenshot shows a mobile app interface for an authenticator. It has a search bar at the top. Below it, a red arrow points from the input field on the left to a code entry area on the right. The code entry area shows 'Execupay (GingerGrantDemo)' and the code '668 201' in blue. A plus icon is visible at the bottom right of the app screen.

Welcome to your Employee Experience Portal!



2FA Additional Support

Here is an example from Google Authenticator (that has already been installed on a cell phone).

Click the + sign in the app. Scan the QR Code. You will now see this account added.

