

EMPLOYEE SELF SERVICE LOGIN INSTRUCTIONS

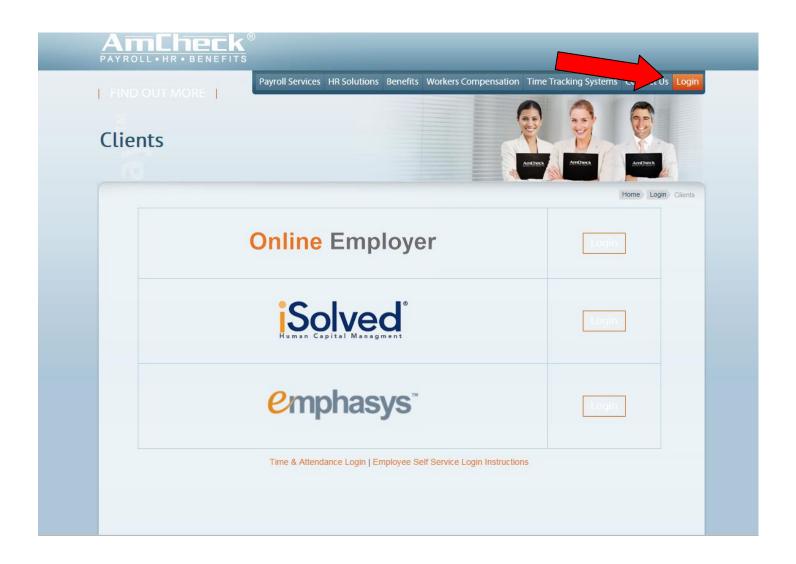
We are pleased to announce the Online Employee Self Service Center! Enjoy 24 hour access to all of your employment information in a convenient and secure location.

Features Include:

- View & Print Current and Previous Pay Check Stubs
- View & Print W-2's

If you need assistance, please contact your payroll administrator; call your local AmCheck office at 480-763-5900 or visit http://www.amcheck.com/login-assistance-request.php

1. Log on to www.amcheck.com & Click on "Login" next to Online Employer.



2. Click on "Click here to create your account" AmLheck PAYROLL • HR • BENEFITS Payroll Services HR Solutions Benefits Workers Compensation Time Tracking Systems Contact Us Logir | FIND OUT MORE | **Employer Login** Home Employer Login **Online Employer** Online Employer is a comprehensive resource center for Employers, Employees, Sign in to Online Employer Providers and others wanting to improve their administrative operations. From payroll to HR and time tracking, our services are delivered faster, accurately, confidentially and most importantly, personally. Login: These enterprise solutions deliver sustainable benefits by connecting your people, your work practices and the latest technology to your business. Where do I enter my password? Sign In I forgot my login I forgot my password New to Employee Self Service? Click here to create your account TimeVantage Users Click here to create your account

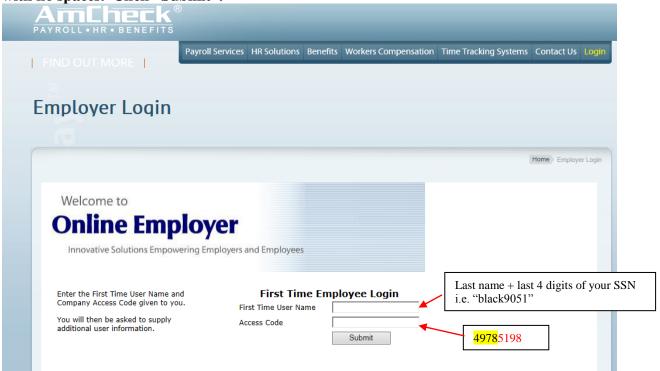
3. Enter First Time User Name & enter the Access Code. First Time User Name must be lowercase with no spaces. Click "Submit".

RSA

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Use of this web site constitutes acceptance of the User Agreement and Privacy Policy.



4. Create a unique Login, Password and enter your email address. Be sure to write down your login and password. You will need this for future access to the AmCheck Employee Self Service Center. Click on "Save Changes" when complete.

Create Your User Profile

Login must contain between 6-20 alpha-numeric characters Login and Password cannot be the same Password cannot contain the words 'password' or 'payroll'. **New Password Compliance Rules** Password must contain a minimum of 8 characters and a maximum of 20 character(s) Password must contain mixed case letters (meaning at least 1 lower case character AND at least 1 upper case character) Password must contain at least 1 numeric digit Password must contain at least 1 of the following punctuation characters (!#\$% & *+/:;=?_) Password needs to gain an **EXCELLENT** complexity rating upon entering it below jblack5678 Login Password ••••• Confirm Password ••••• jblack5678@amcheck.com **Email Address**

5. Enter your new Login and click "Sign In"

Save Changes

Online Employer

Online Employer is a comprehensive resource center for Employers, Employees, Providers and others wanting to improve their administrative operations. From payroll to HR and time tracking, our services are delivered faster, accurately, confidentially and most importantly, personally.

Reset

These enterprise solutions deliver sustainable benefits by connecting your people, your work practices and the latest technology to your business.

Enter your Online Employer Password



6. Enter your new password and click "Sign In"

Login:	jblack5678	
Password:		Forgot Password
	Sign In	

Select your Online Employer Enhanced Credentials

7. Step 1 – Select your Image Category

Select your Online Employer Enhanced Credentials

We are changing the way you sign in to Online Employer to better safeguard the privacy and security of your personal information. Previously, you signed in using your Login and Password. From now on, you'll also use your Online Employer Enhanced Credentials.

Your Online Employer Enhanced Credentials are made up of a few pieces of information which will be used to verify your identity to Online Employer. In addition, your Enhanced Credentials will be used by you to verify the authenticity of the Online Employer website.

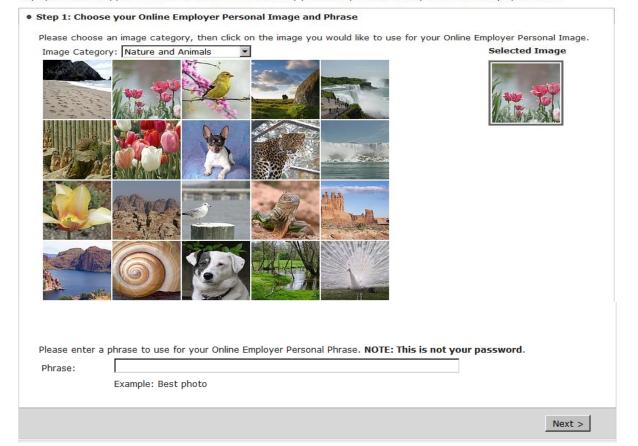


8. Choose your Personal Image and Phrase

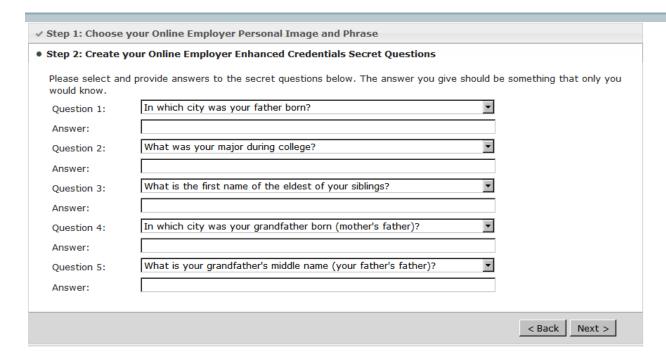
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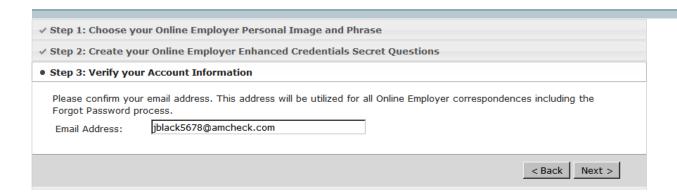
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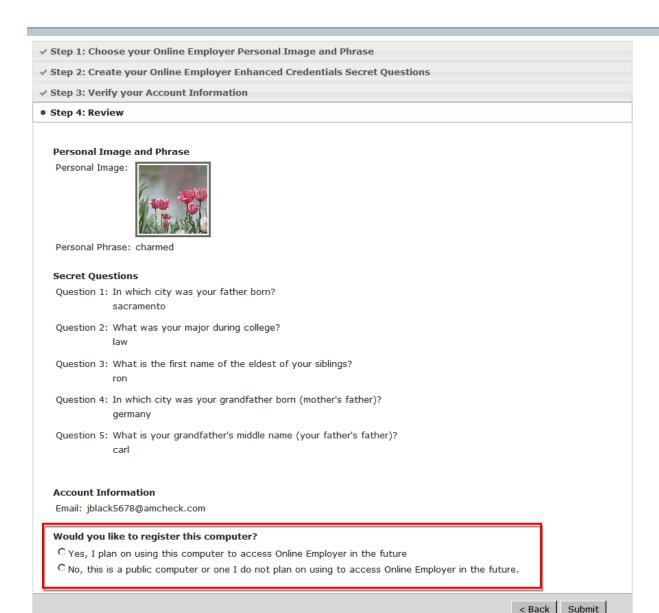
9. Step 2 – Select and Answer Challenge Questions



10. Step 3 – Verify your Account Information



11. Step 4 – Review Enrollment Data & Submit



12. Click on "Continue on to Online Employer"

Congratulations! You've successfully created your new enhanced Online Employer credentials.

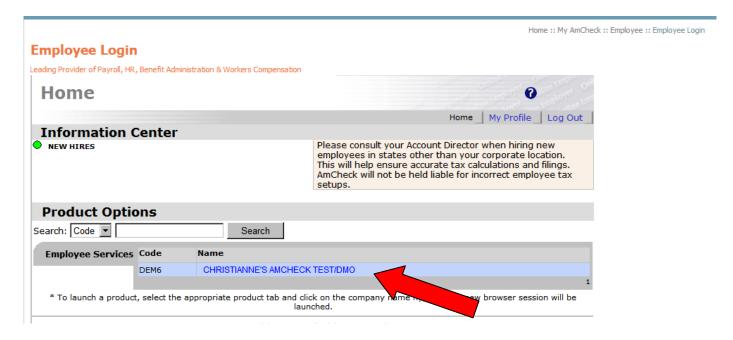
From now on, when you log in to Online Employer, you'll be presented with your Security Image and Security Passphrase before you enter your password. If you don't recognize the image or phrase, do not enter your password - contact your administrator for further assistance.

You may occasionally be asked to answer your Challenge Questions, mainly if we don't recognize the computer you're using to access Online Employer. Once you answer the questions correctly, you'll be able to log in as usual.

If you have questions about the new security enhancements, please see the Help links on the login pages, or contact your administrator.

Continue on to Online Employer

13. Click on your Company Name



14. You have successfully accessed the AmCheck Employee Self Service Center! Be sure to click on "Logout" when finished.



If you have difficulty logging in, please contact your payroll administrator, call your local AmCheck office at 480-763-5900 or visit

http://www.amcheck.com/login-assistance-request.php