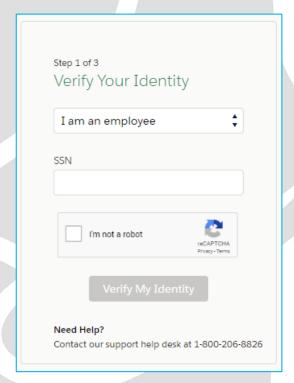
Employee Portal User Guide - Registration



PORTAL REGISTRATION – Step 1 of 3: SSN Validation

- Identify yourself as an employee or a spouse.
- Provide your SSN.
- Tell us you're not a robot.

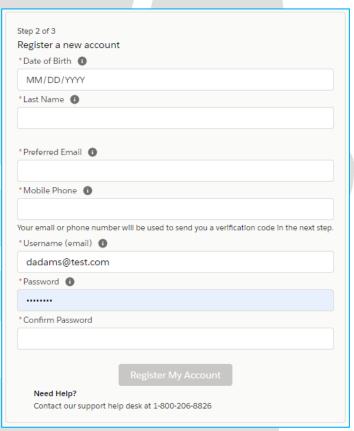




PORTAL REGISTRATION – Step 2 of 3: Create a New Account

- Enter Date of Birth.
- Provide your last name.
- Provide a preferred email address and mobile phone number that we will communicate with.
- Create a username & password.
- NOTE: For additional instruction tips you can hover over the "i" icon.





PORTAL REGISTRATION – Step 3 of 3: Verify Your Contact Information

- Tell us where to send your verification code.
- Enter your verification code.
- That's it!



