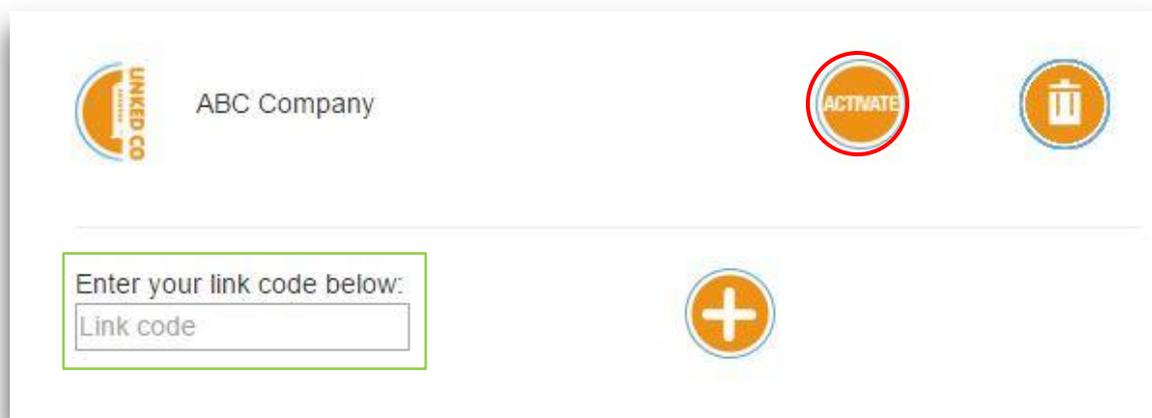


Payentry

Employee Self Service Guide

To enroll in Payentry Employee Self Service:

1. Locate the welcome email in your inbox from no-reply@payentry.com. If you have not received this email, Please reach out to your employer.
2. Type in <http://my.payentry.com> in your web browser.
3. Select **I don't have an Account**.
4. Complete the registration form on the page.
The link code is in the email you received and is unique to you. The ZIP code has to match the ZIP code on your employer's file.
5. Click **Register**.
You will receive two emails: one to confirm your email address, and one with an activation code for your company (if you did not receive these emails, check your junk folder).
6. Click the link in the first email to confirm your email address.
7. Once confirmed, log in with your username and password.
8. On the next screen, select 4 security questions and their answers.
NOTE: Answers must be at least 5 characters long. **We recommend writing them down. You will need them if you forget your username or password.**
9. For your security, you will be asked to complete Two-Factor Authentication. Use a cellphone, land line, or application on your phone to complete these steps. Once you receive the code, type it in to the field provided (codes expire within a minute).
10. When the main menu appears, locate your company, and click the **Activate** button.



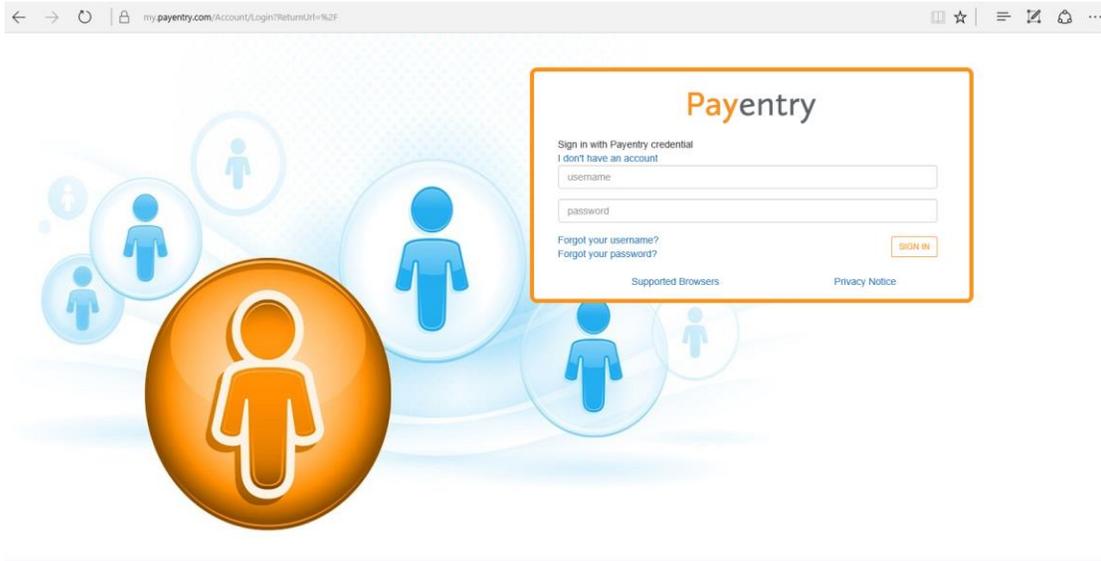
**Do not enter the link code in this bow. This is for adding a new company to your account

11. A new page displays where you input the activation code you received after Step 5.

If you have any questions, please reach out to your employer or HR department

My Payentry Online Tax Form Enrollment

1. In a web browser, navigate to the My Payentry portal at <http://my.payentry.com> and log in to your account



2. Select the **Employee** option



3. Click **Go to Your Online Tax Form Enrollment** at the bottom of the screen

The screenshot shows the 'Employee' profile page in the Payentry system. The page is divided into several sections:

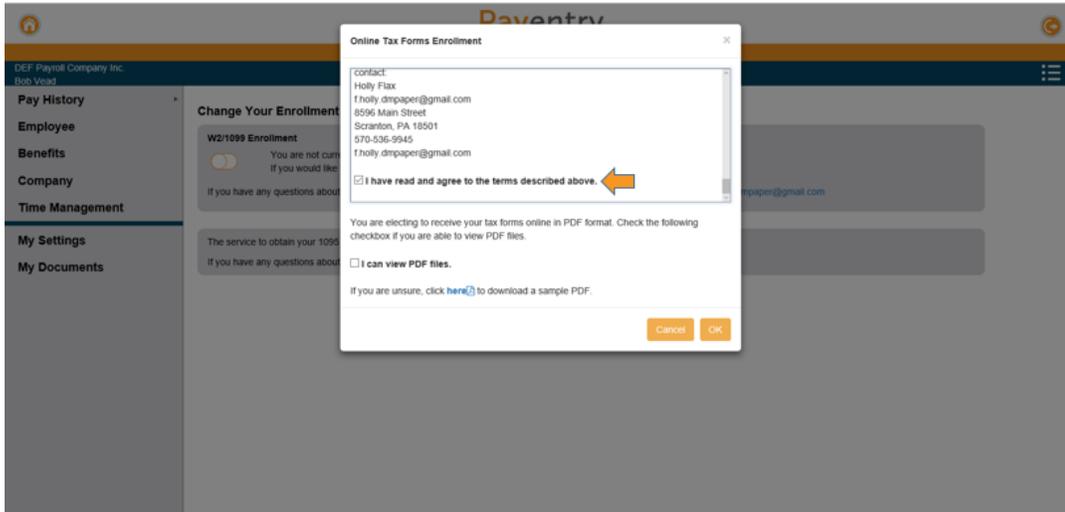
- Contact Information:** Home Phone, Cell Phone, Work Email, Home Address (12345 Bob Vance Drive, Scranton, PA 12345), and Work Address (1234 Main, Harrisburg, PA 24153).
- Status / Position:** Status: Active; Hire Date: 2/13/2017 (0 years, 8 months); Pay Rate: \$0.00 /; Department: Customer Service (500).
- Accruals:** A table with columns: Accrual, Used, Available, Plan Year End. Row: Personal Time off, 0.00, 0.00 hours, 1/1/2017.
- Taxes:** A table with columns: Tax, Filing Status, Exemption, Additional. Rows: Federal Income Tax (M, 2), Medicare, OASDI, Pennsylvania SITW (M), PA SUI - EE.
- Direct Deposits:** A table with columns: Order, Bank, Account, Amount, Edit, Delete. A button 'Add Direct Deposit' is below.
- Online Tax Form Enrollment:** A button labeled 'Go to your Online Tax Form Enrollment' with an orange arrow pointing to it.

4. Click the orange slider button. A screen displays with disclosure information.

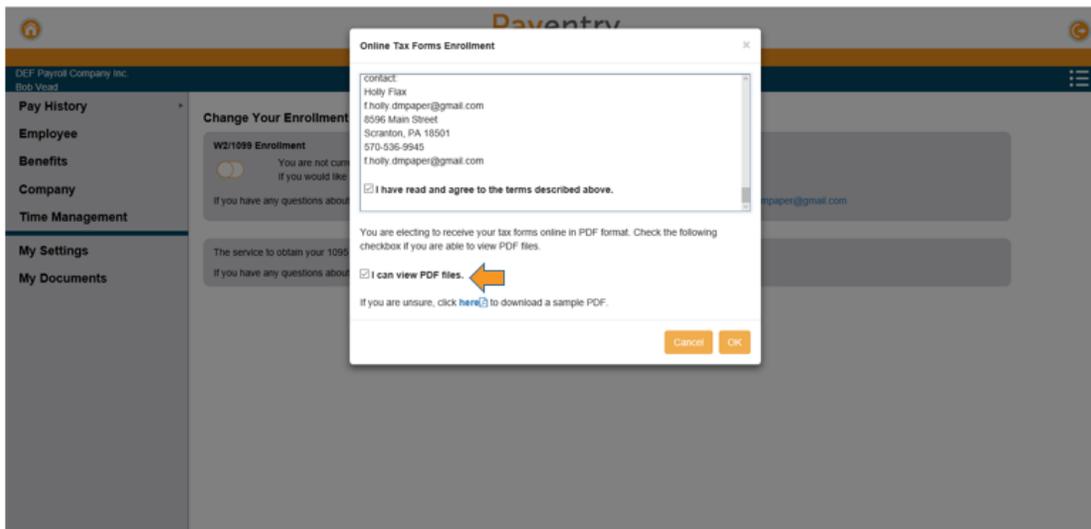
The screenshot shows the 'Online Tax Form Enrollment' page in the Payentry system. The page displays the following information:

- Change Your Enrollment Status for DEF Payroll Company Inc.**
- W2/1099 Enrollment:** A message stating 'You are not currently enrolled to obtain your W2/1099 Tax Form online. If you would like to enroll to obtain your W2/1099 Tax Form for 2017 and future years, please click the button.' An orange slider button is visible.
- 1095 Tax Form:** A message stating 'The service to obtain your 1095 Tax Form online is not currently available for your company. If you have any questions about obtaining 1095C Tax Form online please contact your Online Tax Form Administrator'.

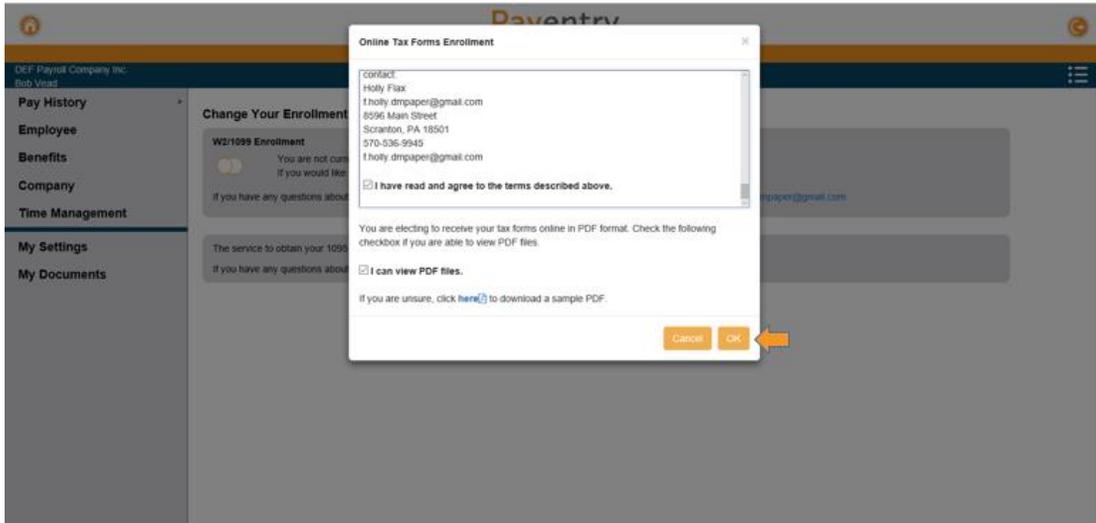
5. Read the disclosure document. Check the checkbox at the bottom of the agreement if you consent to the terms. You must agree to the terms to take advantage of the Online Tax Forms feature.



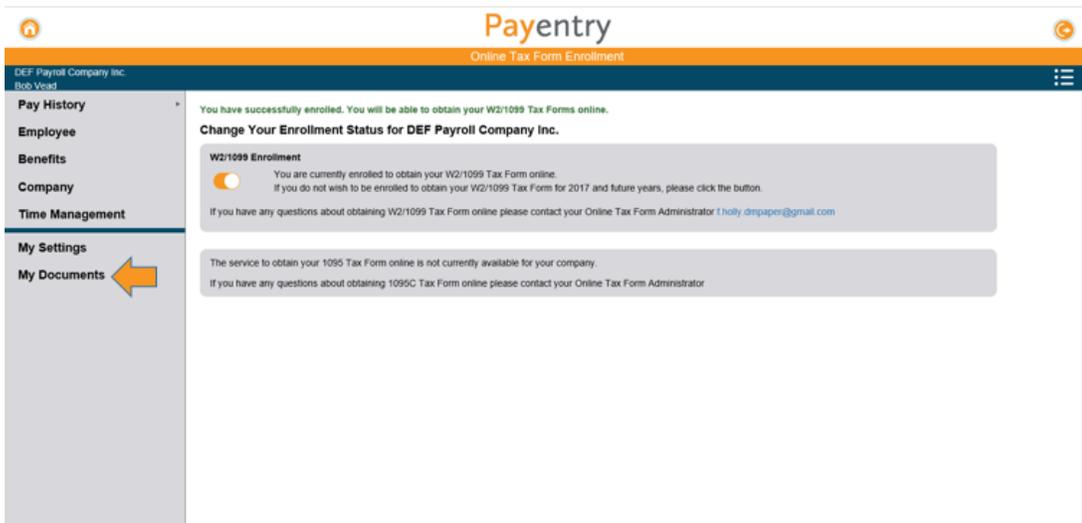
6. Check the **I can view PDF files** checkbox if you are able to view them. If you are unsure, you can download a sample PDF document.



7. Click **Ok**



8. Once you have enrolled, you can view or print your tax forms from your My Payentry account at any time. These forms can be viewed in the **My Documents** screen. We hope you will take advantage of this new, convenient functionality!



What if I forget my Username?

- Navigate to my.payentry.com and click the “Forgot your username?” Link on the main page. Enter the email address you used to register the account and click **Submit**. You will be sent an email with your username.

How do I reset my password?

- Navigate to my.payentry.com and click the “Forgot your password?” link on the main page. Enter your username and click **Submit**. You will be sent a password reset email that contains a link. Click the link and enter your two-factor verification code. (If you are logging in from an unknown device you will also be asked to answer 2 of your security questions.) You will then be prompted to enter a new password.

What if the password reset emails aren’t coming through?

- Check your junk email box to ensure the emails are not there
- If you are using a personal email address, add no-reply@payentry.com to your contact list.
- If you are using a company email address, contact your IT department and request that no-reply@payentry.com be whitelisted for your company email server.

What do I do if my account is locked?

- Attempt to reset your password using the instructions from “How do I reset my password?”
- Once the password is reset, log in with your username and new password
- If you are unable to log in, please contact your employer for further assistance.

What if I don’t remember my security questions?

- Please contact your employer and have them send a security question reset request to their MPAY service team.

How do I get a new link code?

- Contact your employer to request a new link code.

What does it mean when it says my email is already in use?

- You have most likely already created an account with that email address. Please contact your employer and have them confirm what account is already associated with that email.

What do I do if I stop in the middle of setting up my account?

- Your link code will expire after 24 hours. If it has been less than 24 hours since you started enrolling, pick back up where you left off. If it has been longer, please reach out to your employer to request a new code.

What do I do if I no longer have access to the phone number my 2 factor authentication is setup with?

- Use your backup method to get in and navigate to My Settings. From here you can set up a new primary phone number for 2 factor authentication.
- If no back up method is setup, please contact your employer and request they contact their MPAY service team via email.