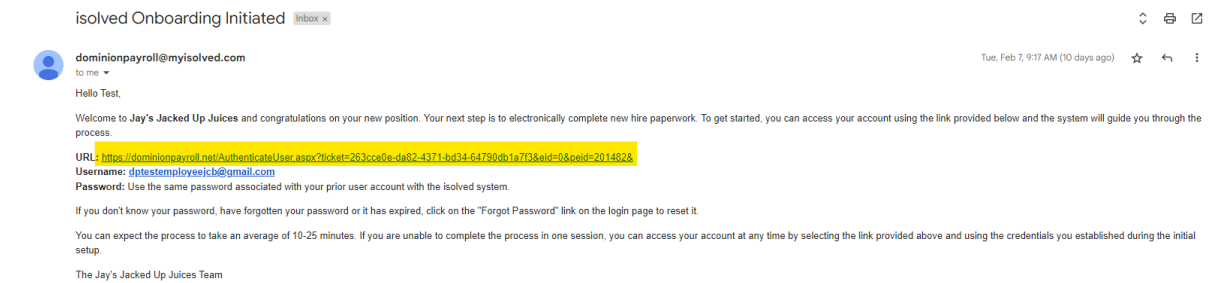


## Potential Employee Onboarding

1. In the email from dominionpayroll@mysolved.com, click the URL to begin the Onboarding process.



2. Create a New User Account.

### New User Account Setup

To activate your new account please enter the following information into the fields below and click the Continue button.

**Account Information**

User Name:  Client Code:

Company Name:

Employee Name:

**Setup Account Password**

\* New Password:

Choose a password for your new account. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9] and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire.

\* Confirm New Password:

Re-enter your password to ensure it is correct.

\* Challenge Question:

Choose a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

\* Challenge Answer:

Specify the answer to the challenge question you created above.

\* Confirm Answer:

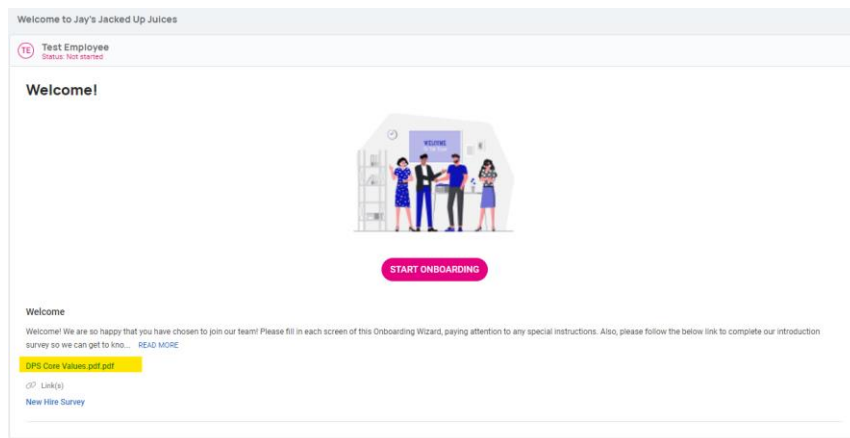
Re-enter the answer from above to ensure it is correct.

**Contact Information**

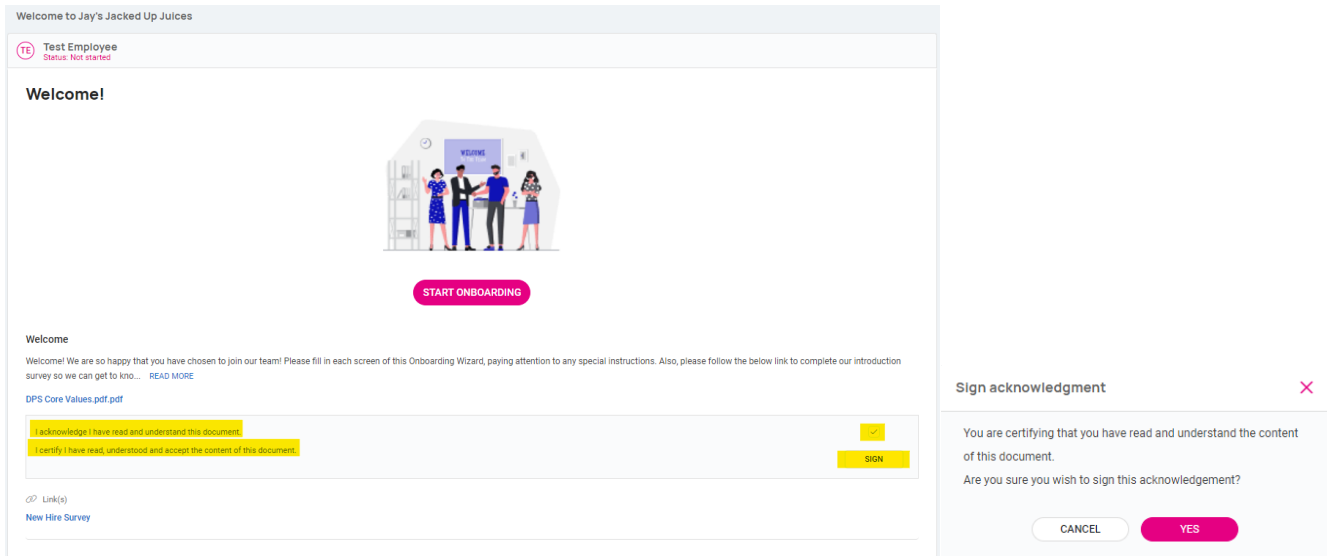
Mobile Phone:

Registering a cell phone number will give you the option to have login Authorization Codes texted to you.

3. Accept the Terms and Conditions and Electronic Consent to begin the onboarding process.
4. Once in the Onboarding Wizard, navigate screen by screen making sure to open and acknowledge any and all documents.



- After selecting the document(s), you will be prompted to acknowledge and digitally sign. Be sure to have read and understood the document prior to accepting and signing.



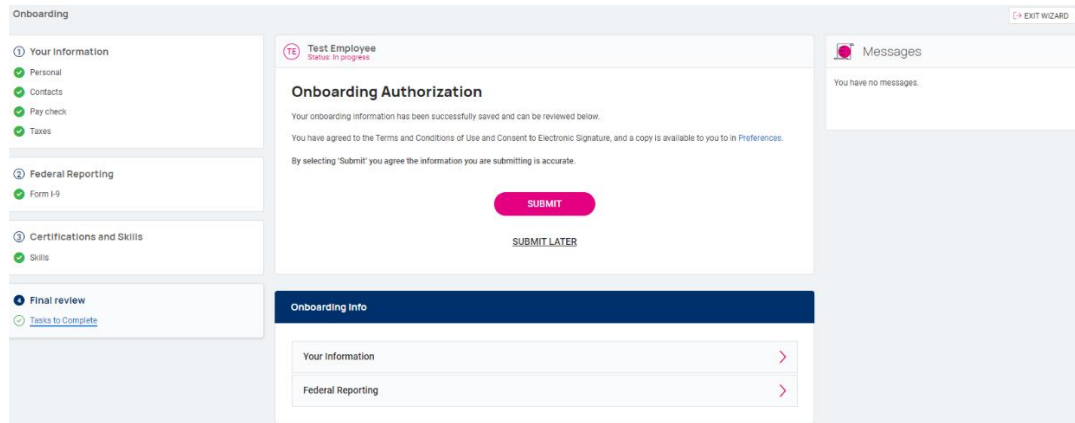
The screenshot shows the 'Welcome to Jay's Jacked Up Juices' onboarding interface. The main screen displays a 'Welcome!' message, a 'START ONBOARDING' button, and a list of documents to be reviewed. Two documents are highlighted with yellow boxes: 'I acknowledge I have read and understand this document.' and 'I certify I have read, understood and accept the content of this document.' A 'SIGN' button is visible next to the second document. A 'Sign acknowledgment' modal is open on the right, asking for confirmation to sign the document, with 'CANCEL' and 'YES' buttons.

- Select "Start Onboarding" to begin entering your personal information required.



The screenshot shows the 'Onboarding' screen. It features a central illustration of people at a counter and a list of onboarding steps: 'Personal Information', 'Federal Reporting', and 'Certifications and Skills'. Each step is currently 'Not started' and has a 'START' button next to it. A 'FINISH LATER' button is located at the bottom of the screen.

- Once you've entered all necessary information, acknowledge and authorize your onboarding information by clicking Submit.



The screenshot shows the 'Onboarding Authorization' screen. On the left, a sidebar lists the onboarding steps: 'Your Information' (Personal, Contacts, Pay check, Taxes), 'Federal Reporting' (Form 1-9), 'Certifications and Skills' (Skills), and 'Final review' (Tasks to Complete). The main area displays the 'Onboarding Authorization' form, which states that the information has been saved and can be reviewed. It includes a 'SUBMIT' button and a 'SUBMIT LATER' button. A 'Messages' panel on the right shows 'You have no messages.' At the bottom, an 'Onboarding Info' section lists 'Your information' and 'Federal Reporting' with right-pointing arrows.