Creating an Account on PaperlessEmployee.com

1. Select the *'Create Account'* button to begin the process.

2. Enter your Social Security Number, Employee ID, and the first 3 letters of your last name.
    NOTE: If your last name contains 2 or less letters, input only those letters. Do not use any punctuation.

3. Click the '*Authenticate & Create Account'* button.

Create a New Account

Account Authentication

Your **SSN, Employee ID and First Three Letters o□ □t Name** are
required to validate your secure account access.

SSN

[   ] [Show]

Please enter your 9 digit Social Security Number without dashes.

Employee ID

[   ] [Show]

Employee ID

First Three Letters of Last Name

[   ] [Show]

Do not include spaces, dashes, or apostrophes

[ ] I'm not a robot — reCAPTCHA — Privacy - Terms

[Authenticate & Create Account]

4. Create your *'Account Name', 'User ID', and 'Password'* for future access to the site. Once you have completed all the details on this screen select the *'Create Account'* button.

Create a New Account

Account Name

The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name *   Middle Name   Last Name *

[   ]   [   ]   [   ]

Create Your Username

Choose a User ID *

[   ]   User ID must be 8-15 characters using only letters and/or numbers.

Create A Password

- Is case sensitive
- May not contain your User ID
- Must be 8-15 characters in length

Your password must contain 3 of the 4 items:
- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password *

[   ]   Password Strength

Confirm New Password *

[   ]

[Create Account]

**Make sure you save your User ID and Password in a safe place, as they will be
required from this point forward to access the system.**

5. Enter responses to three personal *'Security Questions'* and click *'Save Security Questions'*.

Create a New Account

Security Questions

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when
you initially provided these answers.

Question 1 *

6. Enter your *'Contact Information'*. The options can vary and may include any one, or all of the following:

  - • Email Address
  - • Alternate Email Address - *optional*
  - • Cell Phone - *optional*

NOTE: This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

7. Next, you are required to validate your email. Click *'Validate Email'*.

Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the Privacy Statement for details.

Email Address

Please enter your primary email address.

Retype Email Address

Validate Email

Alternate Email Address

Please enter an optional secondary email address.

Retype Alternate Email Address

Cell Phone

(Select a carrier) ▼

By providing your cell phone number you are authorizing us to send you SMS messages relating to your 1095. To unsubscribe return to PaperlessEmployee.com and select a different notification method.

Test Text Message

Please enter your primary email address.

Retype Email Address must match Email Address

Validate Email

You are required to validate your Email Address
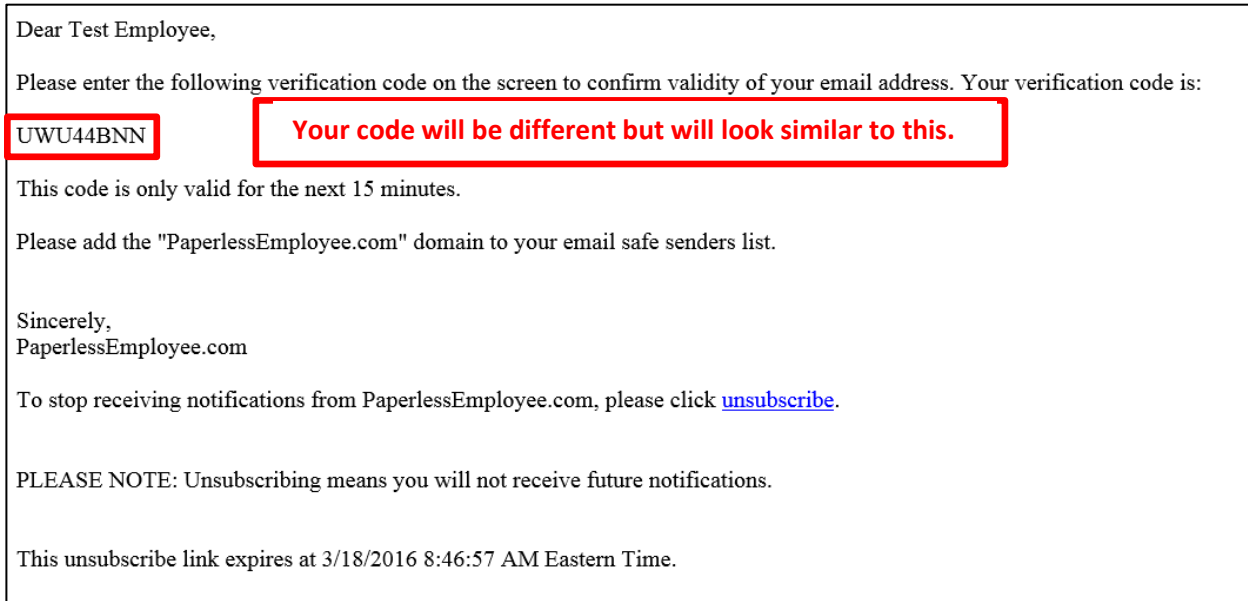
Validate Email Address ✖

Enter the Email Validation Code

Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: *

Submit

The validation code will be sent within a few minutes in an email to the email address you entered.

Dear Test Employee,

Please enter the following verification code on the screen to confirm validity of your email address. Your verification code is:

UWU44BNN **Your code will be different but will look similar to this.**

This code is only valid for the next 15 minutes.

Please add the "PaperlessEmployee.com" domain to your email safe senders list.

Sincerely,
PaperlessEmployee.com

To stop receiving notifications from PaperlessEmployee.com, please click unsubscribe.

PLEASE NOTE: Unsubscribing means you will not receive future notifications.

This unsubscribe link expires at 3/18/2016 8:46:57 AM Eastern Time.

8. Enter the code from the email and click *'Submit'*.

Validate Email Address

Enter the Email Validation Code

Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: *

[   ]

Submit
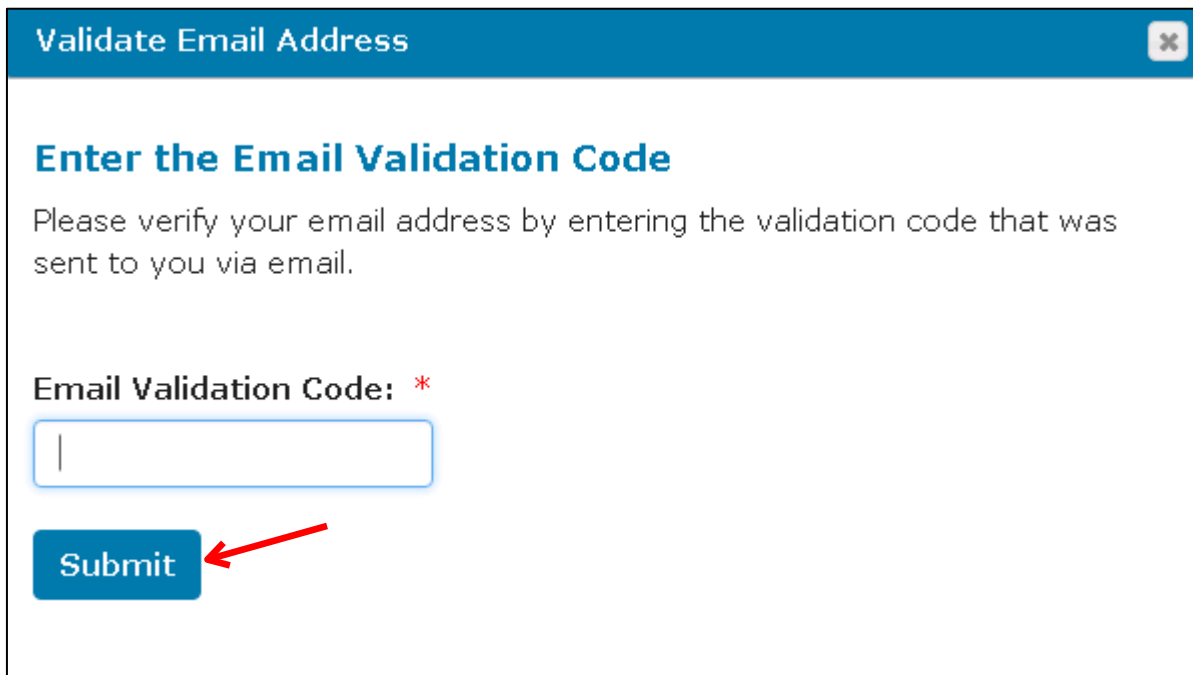
NOTE: If your employer allows an electronic delivery option for Affordable Care Act statements there will be additional options to elect an electronic statement and a notification method, (a sample is on the following page).

9. When finished, click **_'Save Notification Option Settings'_**.

Below is an example of the electronic delivery option you may be offered while creating an account. The delivery notification options indicate the method in which you would like to be notified when a form is available.

Once you have selected your delivery notification method, select **_'Save Notification Option Settings'_**

Sample of Opt-in and delivery notification options for an Affordable Care Act (ACA) Statement.

10. You have now created an account. You may '**_Logout'._**