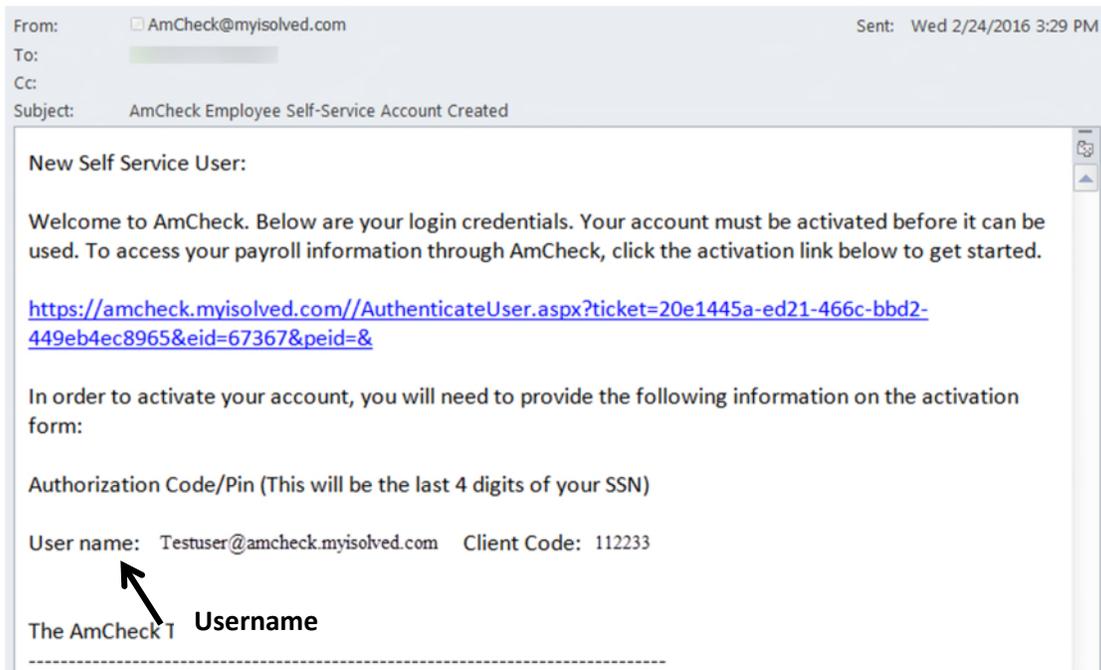


iSolved: AmCheck Employee Self Service

We are pleased to announce the new Online Employee Self Service platform!

From the Employee Self Service platform you can enjoy 24 hour access to all of your employment information in a convenient and secure location. <https://amcheck.myisolved.com>

Step 1: You will receive, if you have not already, an email advising you that an account has been created for you to log on to Employee Self Service.



iSolved: AmCheck Employee Self Service

Step 2: Click on the link provided in the email and a web browser will open where you would need to enter your Authorization Code/Pin (This will be the last 4 digits of your SSN), password, mobile number and challenge question. Once all these fields have been completed click continue.

iSolved | HCM Delivered by AmCheck

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: mildred.c.lewis@outlook.com
Client Code: U2222
Company Name: My Partner Company Inc
Employee Name: Mildred C Lewis

Identity Confirmation

Authorization Code/Pin: 3334 ← Last 4 digits of your SSN
This information is located in the activation email sent to you.

Setup Account Password

New Password: ●●●●●●●●
Choose a password for your new account. Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#%&*(){}].

Confirm New Password: ●●●●●●●●
Re-enter your password to ensure it is correct.

Challenge Question: Who was your childhood hero? ▾
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.

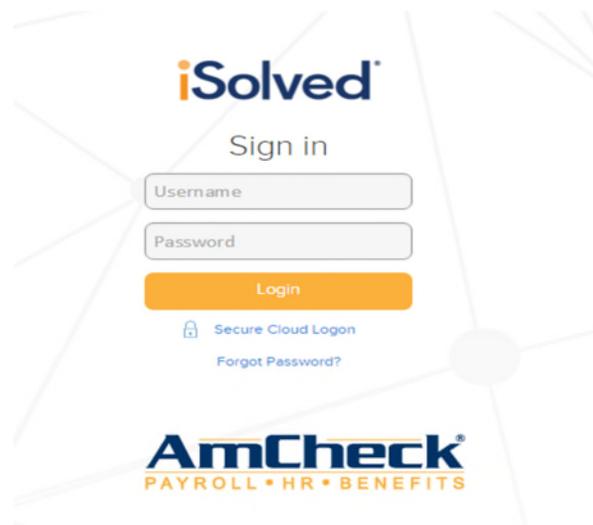
Challenge Answer: Super Man
Specify the answer to the challenge question you created above.

Confirm Answer: Super Man
Re-enter the answer from above to ensure it is correct.

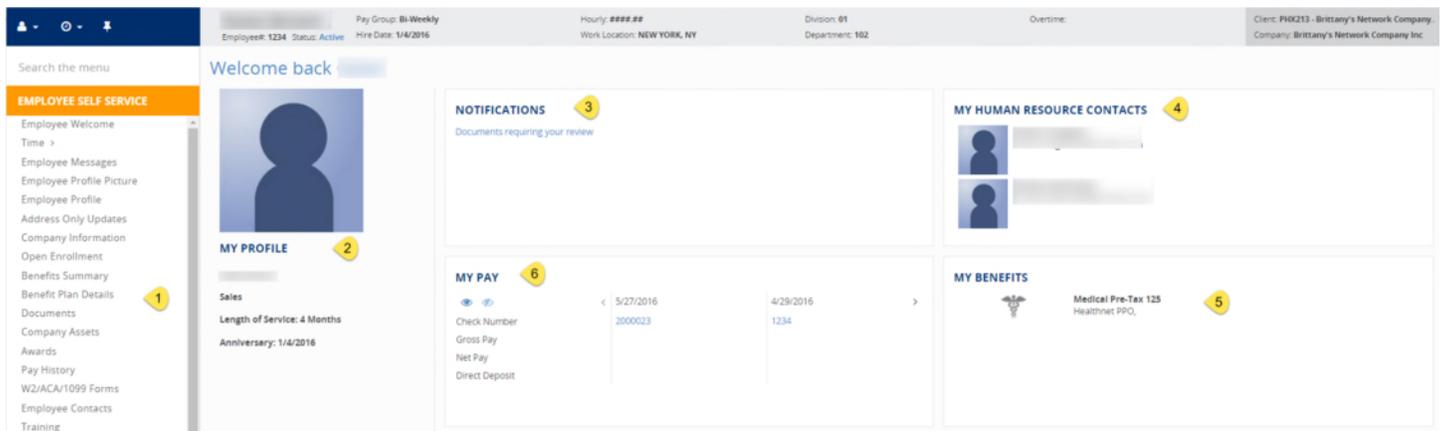
Continue Cancel

iSolved: AmCheck Employee Self Service

Step 3: You can now log on to iSolved with your username and password.



Step 4: When you log on to your iSolved account you will be taken to the employee welcome page.



On this page you will see the following:

1. Toolbar (White area on the left side of the screen)
 - Overview of options you will have available to you as an employee depending on the options the company elects.
2. My Account Profile
 - Name, Length of service and anniversary
3. Notifications
 - Company Announcements
4. My Contacts
 - Company Contacts
5. My Benefits
 - Benefit programs that you are enrolled in. (401k, Medical, Dental, Etc.)
6. My pay

iSolved: AmCheck Employee Self Service

- Most recent pay stub information. Pay date, check number, gross pay, net pay and direct deposit amounts. The details will be masked unless you click the  button.

MY PAY


<
4/29/2016
>

Check Number	2000023	1234
Gross Pay		
Net Pay		
Direct Deposit		

→

MY PAY


<
4/29/2016
>

Check Number	2000023	1234
Gross Pay	\$30.00	\$240.00
Net Pay	\$19.03	\$221.64
Direct Deposit	\$0.00	\$0.00

Hidden View
Detailed View

From the toolbar you will be able to access some or more of the areas below depending on the company set up

1. Pay history

a. View/Print check stubs

EMPLOYEE SELF SERVICE

- Employee Welcome
- Time >
- Employee Messages
- Employee Profile Picture
- Employee Profile
- Address Only Updates
- Company Information
- Open Enrollment
- Benefits Summary
- Benefit Plan Details
- Documents
- Company Assets
- Awards
- Pay History
- W2/ACA/1099 Forms

Year: 2016

Check Date	Gross Pay	Total Hours
5/27/2016	30.00	2.00
5/6/2016	240.00	16.00
4/29/2016	300.00	20.00
4/1/2016	-240.00	-16.00
4/1/2016		2.00
3/18/2016		80.00

View/Print pay stub

View/Print Pay Stub

Check Type:	Regular Check	Gross Pay:	30.00
Check Date:	5/27/2016	Gross Wage:	30.00
Period End:	5/22/2016	Net Pay:	19.03
Period Begin:	5/9/2016	Check Amt:	19.03
Payroll Run #:	18	Check #:	2000023

Earnings & Memos*

2. View W2/1099 history

Search the menu

EMPLOYEE SELF SERVICE

- Employee Profile Picture
- Employee Profile
- Address Only Updates
- Company Information
- Open Enrollment
- Benefits Summary
- Benefit Plan Details
- Documents
- Company Assets
- Awards
- Pay History
- W2/ACA/1099 Forms

W2/ACA/1099 Forms

No W-2's, 1099's or 1095's are available at this time.