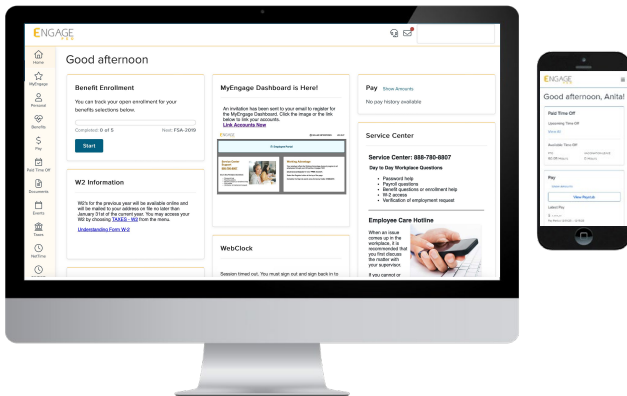


GUÍA DEL PROCESO DE INCORPORACIÓN



Tu **MyEngage Dashboard** con el Portal del Empleado te permite acceder fácilmente a la información que necesitas, desde tu computadora o dispositivo móvil.



SIGA ESTA GUÍA PASO A PASO PARA COMPLETAR LA INCORPORACIÓN DE NUEVO EMPLEADO EN EL PANEL DE CONTROL DE «MyENGAGE»

1 REVISE EL CORREO ELECTRÓNICO DE SU EMPLEADO (Asunto: «Bienvenido a [EMPRESA]»)

From: donotreply@engagepeo.com <donotreply@engagepeo.com>
Subject: Test - Welcome To Peter Parker Photography

Welcome to Peter Parker Photography

Dear Jane,

Our company partners with Engage PEO for HR and Payroll Services.

We ask that you follow the instructions below to create a My Engage single sign-on account which will allow you direct access to your payroll system, important announcements, and much more.

To set up your account:

1. Click the "Create Account" button below to begin setting up your account.
2. Login using the following credentials:
 - i. Username: jane.austin@gmail.com
 - ii. Temporary One Time Password*: SDHF@#\$\$%^&
3. Follow the registration prompts, including changing your password and adding your cell phone number for SMS multi-factor authentication.
4. Once logged in, you'll be asked to validate your account for security purposes.
5. Select the Employee Portal link to complete your onboarding.
6. Once onboarding is completed, you will receive a notification when your employer validates your onboarding information. Access to your employee portal will be available once this validation step is completed by your employer.

* This temporary password expires after seven days. If it has expired please visit the MyEngage Dashboard and use the "Forgot your password?" link on the login page to reset and create a new one.

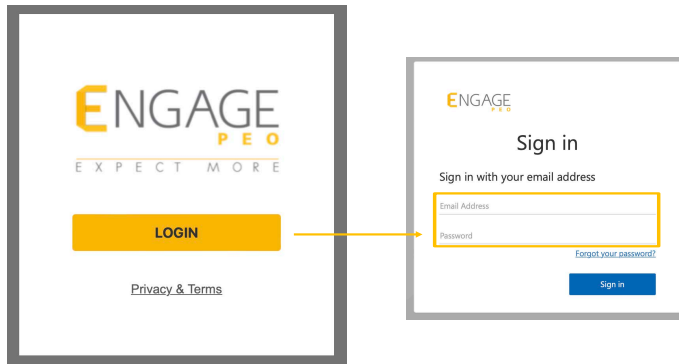
Recibirás un correo electrónico de donotreply@engagepeo.com con el nombre de usuario y la contraseña necesarios para el proceso de incorporación.

CREATE ACCOUNT

Para continuar, seleccione el botón «CREATE ACCOUNT».

If you have any questions, please reach out to the Service Center for help at **1-888-780-8807** open **8am-8pm EST Monday through Friday**.

2 SELECCIONE EL ENLACE DE INICIO DE SESIÓN



Utilice las credenciales de inicio de sesión indicadas en el paso 1.

Si se pierde el correo electrónico con la contraseña temporal, el usuario puede seleccionar « Forgot my password » para restablecerla.

3 CONTINÚE CON EL PROCESO DE REGISTRO

Le pediremos que cambie su contraseña y agregue su número de teléfono celular para la autenticación multifactorial (MFA) por SMS. También tiene la opción de utilizar una aplicación de autenticación para la MFA.

Compartir su número de teléfono nos ayuda a proteger su cuenta, y le aseguramos que su información permanecerá privada y segura.

The screenshot shows the 'User Details' registration screen. At the top, it says 'Your password has expired, please change to a new password.' Below this are three input fields: 'Password', 'New Password', and 'Confirm New Password', each with a red asterisk indicating a required field. A blue 'Continue' button is at the bottom.

¡Cree una contraseña que pueda recordar!
Utilizará estas credenciales en el futuro para revisar sus recibos de sueldo, actualizar su información personal y acceder a los W-2.

The screenshot shows the 'Choose your preferred authentication method' screen. It features the ENGAGE PEO logo and two radio button options: 'Phone Number' (which is selected) and 'Authenticator App (More Secure)'. A blue 'Continue' button is positioned below the options. A link for 'MFA Setup Guide & FAQs' is at the bottom.

Escoge tu forma de autenticación preferida: número de teléfono o Aplicación de autenticación (más segura).

4 VALIDE SU CUENTA

ENGAGE PEO

Important: You have Employee Portal connections available that need to be validated.

Welcome to the MyEngage Dashboard! Please validate your Employee and/or Manager Portal connection by clicking "Validate and Connect" in the banner above.

Validate and Connect

Validate Your Info

Enter the Last 4 Digits of Your SSN:

0000

Validate Cancel

Valida tu información con los últimos cuatro dígitos de tu Número de Seguro Social (SSN).

This helps us protect your account, and we ensure your information will remain private and secure.

5 SELECCIONE EL ENLACE «EMPLOYEE PORTAL»

ENGAGE PEO

GELLAR ENTERPRISES LOG OUT

Employee Portal

Service Center Support
888-780-8807

Day to Day Workplace Questions

- Password help
- Payroll questions
- Benefit questions or enrollment help
- W-2 access
- Verification of employment request

Working Advantage

Your employer offers the Working Advantage discount program to all employees through your HR partner, Engage PEO!

Click here to Register for your **FREE** account.

Select the Register button at the top of the page

Complete the Sign-Up panel using Company **Code: 315804315**

Si el portal no abre, revisa la configuración de pop-ups en el browser de tu computadora.

6 SERÁS REDIRIGIDO A LA PÁGINA DE INCORPORACIÓN

HAGA CLIC en «Continue»

The screenshot shows the 'Onboarding' page for Anita Smith. The progress bar indicates 'Completed: 9 of 12' and the next step is 'Electronic Consent'. The main content area includes a welcome message, instructions on how to proceed, and a 'Continue' button highlighted with a yellow box. A sidebar on the left lists various onboarding steps, and a bottom section shows a message: 'We are excited that you are joining our team!' with a 'Continue' button.

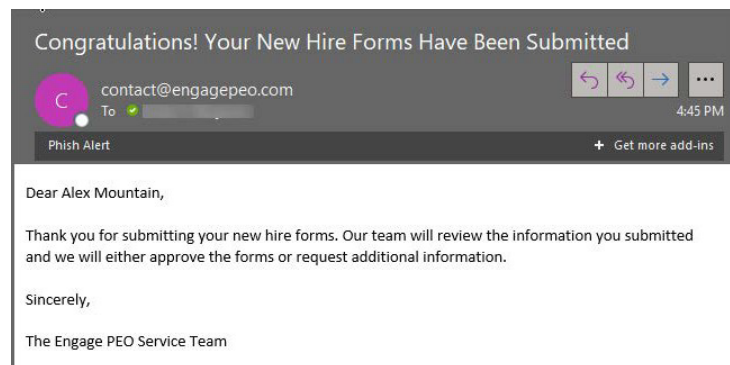
7 MARQUE LA CASILLA PARA ACEPTAR Y HAGA CLIC EN «SUBMIT»

The screenshot shows the 'Submit' page for Anita Smith. The progress bar indicates 'Completed: 11 of 12' and the next step is 'Complete'. The main content area includes a 'Submit' button highlighted with a yellow box, a confirmation message: 'I acknowledge that my forms are complete and correct, and I'm ready to submit them.', and a 'Submit' button highlighted with a yellow box. A sidebar on the left lists various onboarding steps, and a bottom section shows a message: 'Onboarding Completed Thank you for completing the onboarding process.' with a 'Submit' button highlighted with a yellow box.

Se mostrará un mensaje de confirmación «Onboarding Completed». A continuación, recibirás un correo electrónico que confirma que tus formularios como nuevo empleado han sido enviados.

Importante

- 1) Después de llenar cada pantalla, siempre seleccione los botones «Next», «Submit» y «Continue». Los botones permanecerán inactivos hasta que todos los campos obligatorios se hayan rellenado con los valores correctos.
- 2) Puede volver a abrir las secciones enviadas para realizar correcciones en cualquier momento antes de completar el envío final. Una vez que complete su incorporación, podrá acceder al Portal del empleado, donde podrá realizar cualquier cambio futuro en su registro. Los cambios también pueden solicitarse a su departamento de recursos humanos o nóminas



8 NAVEGA A EL PANEL DE CONTROL DE «MyENGAGE»

Una vez que haya terminado el proceso de incorporación, ¡su configuración estará completa! Ahora puede acceder a su portal de empleado, que incluye información y recursos importantes para usted, como su historial de pagos, formularios W-2 y mucho más.

The screenshot shows the MyEngage dashboard interface. At the top left is the ENGAGE PEO logo. On the right, there are icons for help and email, and a search bar. A vertical navigation menu on the left includes: Home, MyEngage, Personal, Benefits, Pay, Paid Time Off, Documents, Events, Taxes, and NetTime. The main content area is titled "Good afternoon" and contains several service tiles:

- Benefit Enrollment:** "You can track your open enrollment for your benefits selections below." Progress: Completed: 0 of 5, Next: FSA-2019. A "Start" button is visible.
- MyEngage Dashboard is Here!:** "An invitation has been sent to your email to register for the MyEngage Dashboard. Click the image or the link below to link your accounts. [Link Accounts Now](#)". Below is a thumbnail of the Employee Portal.
- Pay:** "Show Amounts" link. "No pay history available".
- Service Center:** "Service Center: 888-780-8807". "Day to Day Workplace Questions" list: Password help, Payroll questions, Benefit questions or enrollment help, W-2 access, Verification of employment request.
- W2 Information:** "W2's for the previous year will be available online and will be mailed to your address on file no later than January 31st of the current year. You may access your W2 by choosing [TAXES - W2](#) from the menu. [Understanding Form W-2](#)".
- WebClock:** "Session timed out. You must sign out and sign back in to".

At the bottom right, there is an "Employee Care Hotline" section with an image of a hand holding a phone and the text: "When an issue comes up in the workplace, it is recommended that you first discuss the matter with your supervisor. If you cannot or

9 SIGUIENDO ADELANTE

Para iniciar sesión, visita my.engagepeo.com.

The image shows the ENGAGE PEO logo with the tagline "EXPECT MORE" below it. A prominent yellow button with the text "LOGIN" is centered below the logo. At the bottom, there is a link for "Privacy & Terms".

The image shows the "Sign in" page. At the top is the ENGAGE PEO logo. Below it is the heading "Sign in" and the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". A link for "Forgot your password?" is located below the password field. A blue "Sign in" button is at the bottom right.