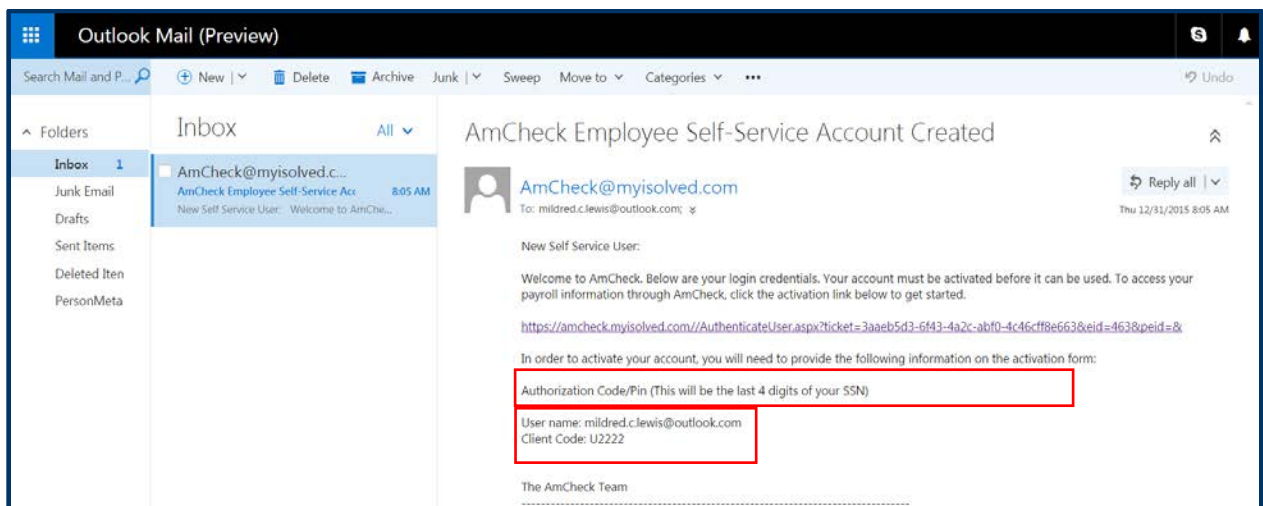




## 1<sup>st</sup> TIME LOGIN

1. Via email, a link to the iSolved system will arrive in your inbox. The sender of the email is [AmCheck@mysolved.com](mailto:AmCheck@mysolved.com). Below is an example of what the email looks like. The email provides you with your username, client code, and authorization code/pin.

- Username = Your Email Address
- Client Code = Provided in email
- Authorization Code/Pin = Last 4 digits of your Social Security Number



2. Once you click the link, a web browser will open taking you to the iSolved New User Account Setup Screen as pictured below.

- This screen will allow you to create a personal password. You must use alphanumeric characters, a capital letter, and a symbol (\*&^ %\$#@!).
- Once you create a personal password, you will be able to login to the iSolved system.

**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

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.

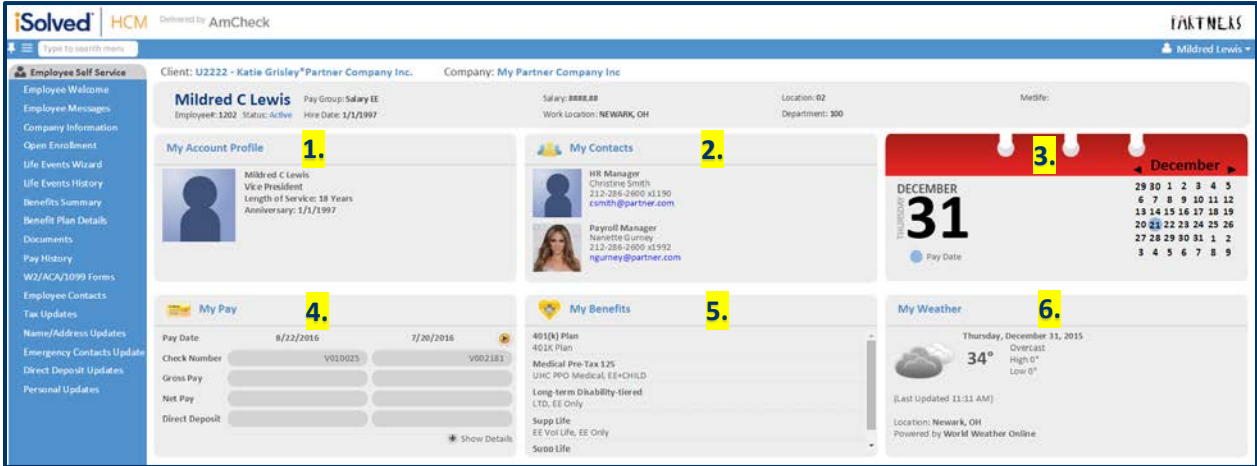
Confirm Answer: Super Man

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

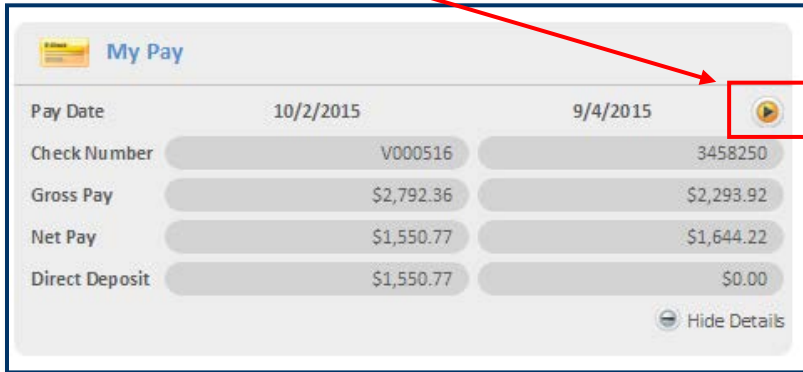
Continue Cancel

3. Upon successful login, you will see your Employee Landing Page as pictured below. The landing page is divided into six sections to give you a summary of information at glance.

- |                    |                |
|--------------------|----------------|
| 1. Account Profile | 4. My Pay      |
| 2. My Contacts     | 5. My Benefits |
| 3. Calendar        | 6. My Weather  |



My Pay is where you can quickly glance at your pay history without having to leave the landing page. The My Pay section provides basic pay information (Pay Date, Check Number, Gross Pay, Net Pay, and Direct Deposit data). You can view past checks by clicking the yellow arrow outlined in red below.



4. Navigating through the system for more detail is as easy as clicking on the tool bar options located on the left hand side of the screen.

**Employee Self Service**

Client: U2222 - Katie Grisley®Partner Company Inc. Company: My Partner Company Inc

**Mildred C Lewis** Pay Group: Salary EE Employee#: 1202 Status: Active Hire Date: 1/1/1997 Salary: ##### Work Location: NEWARK, OH

**My Account Profile**

Mildred C Lewis  
Vice President  
Length of Service: 19 Years  
Anniversary: 1/1/1997

**My Contacts**

HR Manager  
Christine Smith  
212-288-2800 x1190  
csmith@partner.com

Payroll Manager  
Nanette Gurney  
212-288-2800 x1992  
ngurney@partner.com

**My Pay**

Pay Date	8/22/2016	7/20/2016
Check Number	V010025	V002181
Gross Pay	\$1,846.15	\$1,846.15
Net Pay	\$687.66	\$687.67
Direct Deposit	\$687.66	\$687.67

401(k) Plan  
401k Plan  
Medical Pre-Tax 125  
UHC PPO Medical, EE+CHILD  
Long-term Disability-Tiered  
LTD, EE Only  
Supp Life  
EE Vol Life, EE Only  
Suoo Life

5. Pay History (Detailed Check Stub): To view your pay history, you can sort by year using the drop down menu circled in red below. Click on the check date you wish to view and the pay check details will populate (see red rectangle).

**Pay History**

Check Date	Gross Pay	Total Hours	Net Pay	Check/Voucher #	Check Amount	Description	PR Run #
12/21/2015	1846.15	173.33	951.27	V00049	0.00	Regular Check	33
11/20/2015	1846.15	173.33	951.27	V00050	0.00	Regular Check	30
10/20/2015	1846.15	173.33	951.27	V00048	0.00	Regular Check	27
09/29/2015	6000.00	0.00	0.00	V00047	0.00	Quarterly Bonus	27
9/21/2015	1846.15	173.33	951.27	V00072	0.00	Regular Check	26
7/20/2015	1846.15	173.33	1440.61	311329	1440.61	Adjustment	26
2/15/2015	713.02	20.00	0.00	309421	0.00	Adjustment	26

**View/Print Pay Stub**

Check Type:	Regular Check	Gross Pay:	1846.15	<b>Mildred C Lewis</b>		Employee #:	1202	Location:	02
Check Date:	12/21/2015	Gross Wage:	1846.15	5823 Jacksonville Rd		Soc Sec #:	XXX-XX-3334	Department:	100
Period End:	12/20/2015	Net Pay:	951.27	Newark, OH 43056		Fed Filing:	Married	St Filing:	
Period Begin:	11/9/2015	Check Amt:	0.00	My Partner Company Inc		Fed Exemptions:	9	St Exemptions:	0
Payroll Run #:	33	Voucher #:	V00049			Fed Additional:		St Additional:	

**Earnings & Memos\***

	Cur Hours	Cur Dollars	YTD Hours	YTD Dollars
Regular	173.33	1846.15	1753.30	18674.52
Bonus			0.00	12000.00
401k ER Match*	0.00	83.08	0.00	1180.37

**Deductions**

	Cur Dollars	YTD Dollars
401k	500.00	9080.33
401(k) Roth	200.00	800.00

**Taxes**

	Cur Dollars	Cur Wages	YTD Dollars	YTD Wages
SOC SEC EE	114.46	1846.15	1901.82	30674.52
MED ER	26.77	1846.15	444.78	30674.52
FEDERAL WH	0.00	1346.15	1703.17	21594.19
OHIO WH	11.33	1346.15	502.13	21594.19
NEWARK	32.31	1846.15	536.83	30674.52
NEWARK CITY SD	10.21	1346.15	176.73	21594.19

**Check Summary (Current Period)**

	Hours Accrued	Hours Taken	Available Balance
Sick	3.33	0.00	46.67
Vacation	0.00	0.00	160.00

**Check Summary**

	Account	Deposit Amount
Checking	##92235	701.27
Savings	##93334	250.00

**Employee Taxes**

	Cur Dollars	Cur Wages	YTD Dollars	YTD Wages
SOC SEC ER	114.46	1846.15	1901.82	30674.52
MED ER	26.77	1846.15	444.78	30674.52
FUTA ER			42.00	7000.00
OHIO SUI ER			211.50	9000.00

6. View/Print Pay Stub: This option allows you to view and print a PDF copy of your pay stub. Just click on the “View/Print Pay Stub” icon pictured below.

Client: U2222 - **Mattie Grisley\*Partner Company Inc.** Company: My P

**Mildred C Lewis** Pay Group: Salary EE  
Employee#: 1202 Status: Active Hire Date: 1/1/1997

**Pay History**

Year: 2015

Check Date	Gross Pay	Total Hours
12/21/2015	1846.15	173.33
11/20/2015	1846.15	173.33
10/20/2015	1846.15	173.33
10/20/2015	6000.00	0.00
9/21/2015	1846.15	173.33
7/20/2015	1846.15	173.33
6/15/2015	213.02	20.00

View/Print Pay Stub

A new window will open with a printable copy of your pay stub.

Statement of Earnings For: <b>Mildred C Lewis</b>				My Partner Company Inc			
Employee #: 1202	Location: 02	Period Begin: 11/6/2015	Check Date: 12/21/2015	163 Main St New York, NY 10004 212-333-5555			
Clock Number: 1201-03-3334	Department: 100	Period End: 12/5/2015	Additional Tax:				
SSN: 1201-03-3334	Federal Filing: Married	Exemptions: 9					
Company Id: U2222	State Filing:	Exemptions: 6					

Voucher Id	Check Amount	Gross Pay	Net Pay	Check Message
V000849	\$0.00	\$1,846.15	\$951.27	

EARNINGS				*Not included in Totals		TAXES		DEDUCTIONS			
Description	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Description	Current	YTD	Description	Current	YTD
Regular	173.33	1,046.15	1,753.30	18,674.52	114.46	SOC SEC EE	26.77	444.76	401(k)	500.00	9,000.33
*401k ER Match	0.00	83.08	0.00	1,380.37	0.00	MED EE	0.00	1,703.17	401(k) Roth	200.00	800.00
Bonus	0.00	0.00	0.00	12,000.00	0.00	FEDERAL WH	11.13	502.13			
						OHIO WH	32.31	536.83			
						NEWARK	10.21	176.73			
						NEWARK CITY SD					
<b>Total:</b>	<b>173.33</b>	<b>1,846.15</b>	<b>1,753.30</b>	<b>30,674.52</b>	<b>194.88</b>	<b>5,265.46</b>	<b>Total:</b>	<b>700.00</b>	<b>9,880.33</b>		

CURRENT PERIOD LEAVE ACCRUAL				DISTRIBUTION OF NET PAY			
Sick	Accrued: 3.3333	Taken: 0.00	Balance: 46.67	Checking	Account: ###2223	Deposit Amount:	761.27
Vacation	Accrued: 0.0000	Taken: 0.00	Balance: 160.00	Savings	Account: ###3334	Deposit Amount:	250.00

My Partner Company Inc  
163 Main St  
New York, NY 10004  
212-333-5555

**AmCheck**  
PAYROLL • HR • BENEFITS

CHECK DATE	VOUCHER ID
12/21/2015	V000849

Your entire Net pay of \$951.27 has been deposited in your bank account(s).

<b>TOTAL NET PAY</b>
*****\$951.27

1202 02 100  
**Mildred C Lewis**  
5823 Jacksontown Rd  
Newark, OH 43056

**NOT NEGOTIABLE**

7. Edit personal information online such as Employee Contacts, Tax Updates, Name/Address Updates, Emergency Contacts Updates, Direct Deposit Updates, and Personal Updates.

The screenshot shows the iSolved HCM Employee Self Service portal. The top navigation bar includes the iSolved logo, HCM, and 'Delivered by AmCheck'. A search bar is present with the text 'Type to search menu'. The main header area displays 'Client: U2222 - Katie Grisley\*Partner Company Inc.' and 'Company: My Partner Company Inc.'. Below this, the employee's name 'Mildred C Lewis' is shown, along with 'Pay Group: Salary EE', 'Employee#: 1202', 'Status: Active', 'Hire Date: 1/1/1997', 'Salary: #####', and 'Work Location: NEWARK, OH'. The 'Name/Address Updates' section is active, showing a 'Save' button and a 'Cancel' button. The 'Employee Name' section contains fields for First Name (Mildred), Middle Name (C), Last Name (Lewis), Prefix, and Suffix. The 'Employee Address' section includes a warning 'A change of address may cause a change in taxes.', an Address field (5823 Jacksontown Rd), a Zip Code field (43056), a City field (Newark), a State dropdown menu (Ohio), and a Marital Status dropdown menu (Married).

8. Below is a list of other data you can see online through the iSolved Employee Portal. Just use the navigation tool bar on the left hand side of the screen.

- Company Information
- Benefits summary
- Benefit plan details
- Year End Forms (W2s, 1099s, ACA 1095-C forms)