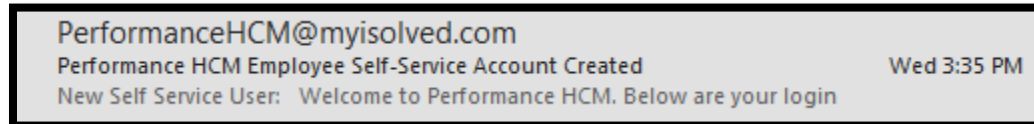


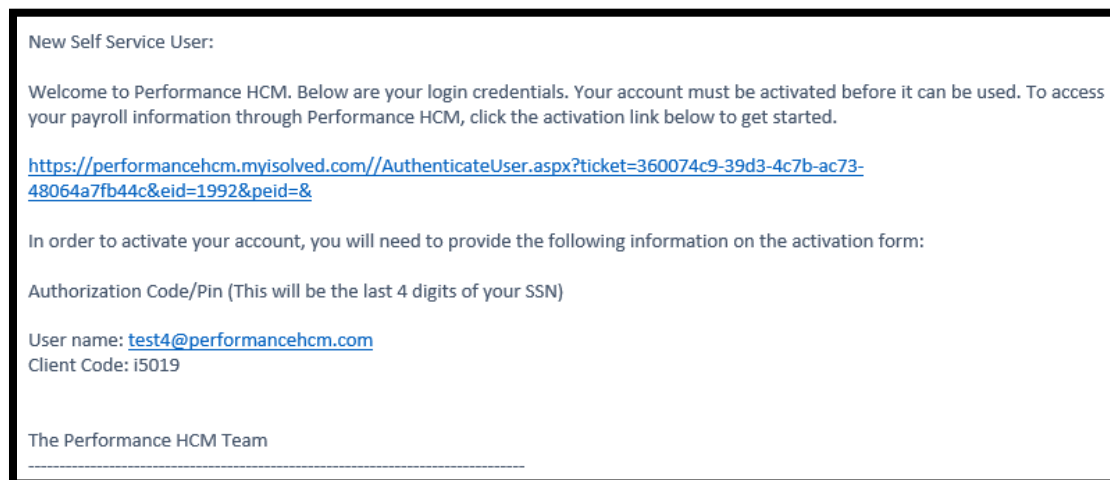
Performance HCM – iSolved ESS Training

You will receive an auto-generated email from PerformanceHCM@myisolved.com with a link to sign in to iSolved.



The email will look like this:

Click the link.



The link will take you to the picture below:

You will enter your Authorization Code/Pin – last 4 of your SSN

Create and confirm a password (at least 12 characters; must include alpha, numeric, and at least 1 special character).

Choose a Challenge Question

Enter the Challenge Answer and confirm.

Enter your Mobile Phone so the system can send you a confirmation text when you forget your password.

Click "Continue"



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: test3@performancehcm.com
 Client Code: i2116
 Company Name: Greyrock Accounting LLC
 Employee Name: Test Employee

Identity Confirmation

* Authorization Code/Pin: 6789
 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: What was the last name of your
 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: Performance
 Specify the answer to the challenge question you created above.

* Confirm Answer: Performance
 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



Test Employee

Employee#: 145 Status: Active

Pay Group: Semi-Monthly

Hire Date: 6/13/2017

Search the menu

EMPLOYEE MANAGEMENT

Employee Maintenance >

Welcome back Test



MY PROFILE

Test Employee

Length of Service: 0 Months

Anniversary: 6/13/2017

NOTIFICATION

Documents re

MY PAY



Check Number

Gross Pay

Net Pay

Direct Deposit

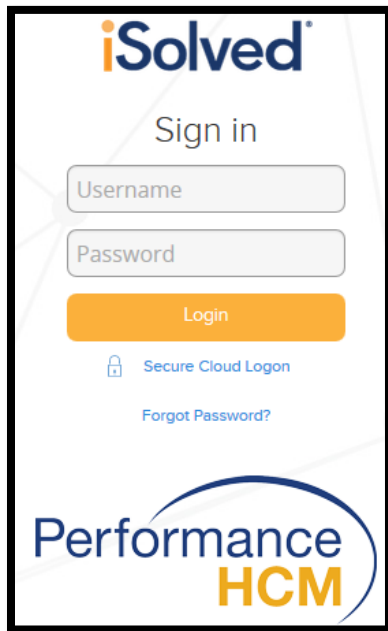
EMPLOYEE SELF SERVICE

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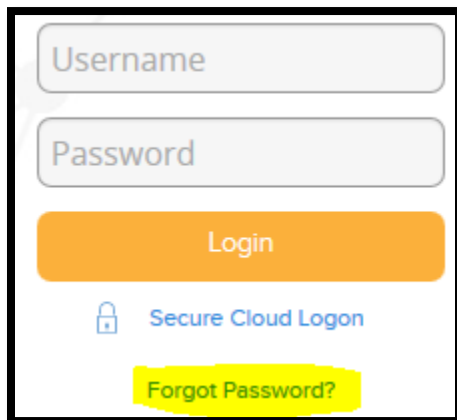
Once you click “Continue” you will be logged into your Self-Serve Portal.

NEXT TIME you will log in from this page: <https://performancehcm.myisolved.com/UserLogin.aspx>

Your user name is your email; your password is the one you set originally.

A screenshot of the iSolved Performance HCM Sign in page. The page features the iSolved logo at the top, followed by the text "Sign in". Below this are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. Underneath the login button are two links: "Secure Cloud Logon" (preceded by a lock icon) and "Forgot Password?". At the bottom of the page is the Performance HCM logo.

If you forget your password click the “FORGOT PASSWORD?” link

A close-up screenshot of the Sign in form. The "Username" and "Password" input fields are visible, along with the blue "Login" button. Below the login button, the "Secure Cloud Logon" link is shown with a lock icon. The "Forgot Password?" link is highlighted with a yellow rectangular background.

Enter your username (your email)



User Account Password Reset

Please enter your user name below to begin the reset process.

User name:

Choose where you want a temporary Authorization Code to be sent. (Mobile or Email)

User Account Password Reset

Select a delivery method and a temporary Authorization Code will be sent to the email address on file, or texted to the cell phone number on file, for this user.

☒ Email: #####@performancehcm.com

☐ Text: ### ### 0924

Enter the Authorization Code that is emailed/texted to you into the box, then click “Next”.

User Account Password Reset

An authorization code has been texted to you.

Enter it below to continue.

Answer the security question that you set.

User Account Password Reset

Please answer your security challenge question below:

What was the last name of your first grade teacher?

Answer:

Please specify a new password for your account below:

New Password:

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 [!@#%&^*(){}]. Passwords may also not duplicate any of your previous 10 passwords.

Confirm Password:

Reset your password.

Your password has been reset!

Click Login to login with your new password.

User Account Password Reset

Your account has been updated. You can now log in with your new password. Click the Login button below to return to the login form.

Login

You will be taken back to the original login page. Login with your NEW PASSWORD.


iSolved

Sign in

Username

Password

Login

 Secure Cloud Logon

[Forgot Password?](#)

Performance
HCM

Things you can do/see in iSolved:

View Pay History

Employee Self Service → Pay History

You can choose which paycheck to view, and you can print using the “View/Print Pay Stub” Button.

The screenshot shows the iSolved Employee Self Service interface. On the left is a navigation menu with a dark blue header containing the user name 'Aran Test' and a pin icon. Below the header is a search bar labeled 'Search the menu'. The menu categories are 'EMPLOYEE MANAGEMENT' (grey) and 'EMPLOYEE SELF SERVICE' (orange). Under 'EMPLOYEE SELF SERVICE', the following options are listed: 'Employee Welcome', 'My Dashboard', 'Time >', 'Employee Messages', 'Employee Profile Picture', 'Employee Profile', 'Address Only Updates', 'Pay History' (highlighted in orange), and 'W2/ACA/1099 Forms'. The main content area on the right is titled 'Pay History' in blue. It features a 'Year:' dropdown menu set to '2017'. Below this is a table with two columns: 'Check Date' and 'Gross Pay'. The table contains two rows of data: 2/15/2017 with a gross pay of 2291.67, and 1/31/2017 with a gross pay of 3291.67. At the bottom of the main content area is a dark blue button with a printer icon and the text 'View/Print Pay Stub'.

| Check Date | Gross Pay |
|------------|-----------|
| 2/15/2017 | 2291.67 |
| 1/31/2017 | 3291.67 |