

**[Note:**

1. Replace placeholder image with your company's logo. Right click on the image. Select **Change Picture** and browse for your logo. Click **Insert**.
2. Replace the **[Company Code]** with your company code. Employees will need this to register.
3. Delete this note before sharing out.]



Company Code

# SELF SERVICE PORTAL EMPLOYEE CHECKLIST FOR SUCCESS

Ready to start using your Self Service Portal? Get up and running with our Checklist for Success. Not sure how to do something? Click the link for a short video or simple guide to complete each task.

EMPLOYEE RESOURCES	RESOURCE TYPE	COMPLETE
<a href="#">Register With the Self Service Portal</a>	Video	<input type="checkbox"/>
<a href="#">Download the Mobile App</a>	Document	<input type="checkbox"/>
<a href="#">How to View Your Paystub</a>	Video	<input type="checkbox"/>
<a href="#">Understanding Your Paycheck</a>	Document	<input type="checkbox"/>
<a href="#">Add and Edit Direct Deposit Account</a>	Video	<input type="checkbox"/>
<a href="#">Request Time Off</a>	Video	<input type="checkbox"/>
<a href="#">Customize Your Employee Profile</a>	Video	<input type="checkbox"/>
<a href="#">Award Impressions</a>	Video	<input type="checkbox"/>
<a href="#">Access the Company Directory</a>	Video	<input type="checkbox"/>