

Employee HUB Activation Process

The information below describes the steps that your employees will go through to activate their Employee HUB account:

1. **Your employees will receive an activation e-mail with a link they can click on to activate their HUB account. Please notify your employees that they will be receiving this e-mail, so that they do not delete it, mistakenly thinking it is junk or spam.**

From: Payroll Direct - via FileGuardian <securefile@myshugo.com>

Subject: You have 5 days to activate your SAMPLE COMPANY employee HUB account

Hi Philip!

Great news – your SAMPLE COMPANY employee HUB account has been created and you're just seconds away from activating it! **To activate your account, click on this link:**

<https://payrolldirect.myfileguardian.com/HUB-Activation/0d934718-ed7b-44fd-9d25-132b522d4081>

Hurry, this link will only be available for the next 5 days! The process is quick and easy. You will be up and running in just 60 seconds.

What's available within HUB?

With HUB, the entire SAMPLE COMPANY employee "payroll universe" will be at your fingertips. For example, you'll have access to your latest pay stubs and W2s which will come in handy if you are applying for a mortgage or refinancing your home. In addition, important company messages, dates, documents and links will be available within HUB keeping you in the "know".

One of the most exciting features of HUB is that you can access it from any internet connected device, including your PC, tablet and smartphone. View your latest pay stub on your iPhone, Android, Blackberry or Windows phone or on your iPad, Kindle or Samsung tablet.

So hurry, click on the link to activate your HUB account! Remember, this link will only be available for the next 5 days!

Thanks,

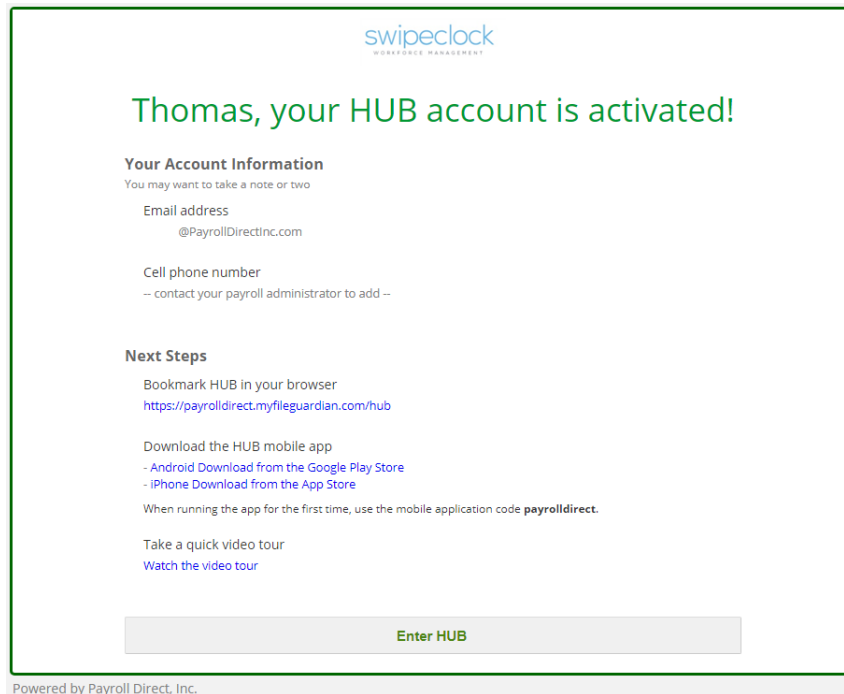
SAMPLE COMPANY

Powered by Payroll Direct, Inc.

2. The employee will begin by confirming the last 4 digits of their Social Security Number, their 5-digit Zip Code and their Date of Birth.

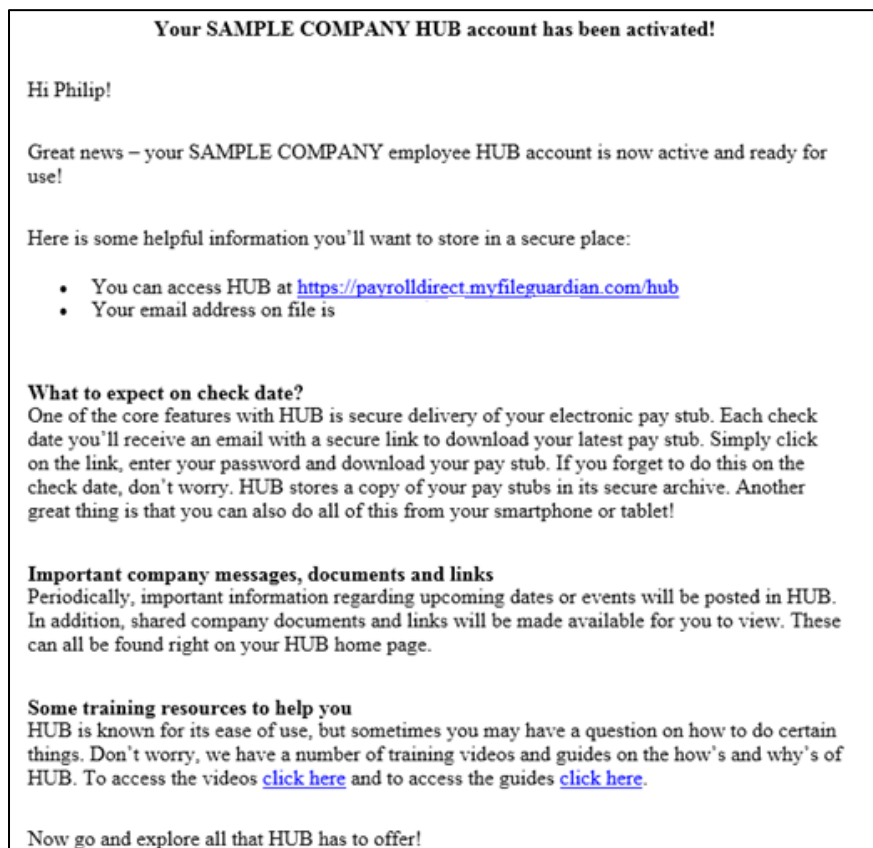
3. Next, the employee will confirm that their E-Mail Address and Phone Number are correct, will have the option to specify their Gender, and create their HUB Password. The HUB Password that they create will be the one that they will use to access their Paystubs and W-2's online in the HUB Portal.

4. Upon completion of the employee's HUB account activation, they will see options for creating a bookmark for the HUB Portal, as well as links to download the HUB Mobile App and a link to a video tour of HUB.



The screenshot shows a confirmation page for Thomas's HUB account activation. At the top, the 'swipeclock' logo is displayed. The main heading reads 'Thomas, your HUB account is activated!'. Below this, there are two sections: 'Your Account Information' and 'Next Steps'. The 'Your Account Information' section includes fields for 'Email address' (with a placeholder '@PayrollDirectInc.com') and 'Cell phone number' (with a note to contact the payroll administrator). The 'Next Steps' section lists: 'Bookmark HUB in your browser' with a link to 'https://payrolldirect.myfileguardian.com/hub'; 'Download the HUB mobile app' with links for 'Android Download from the Google Play Store' and 'iPhone Download from the App Store'; and 'Take a quick video tour' with a link to 'Watch the video tour'. At the bottom of the page, there is a button labeled 'Enter HUB' and a footer that says 'Powered by Payroll Direct, Inc.'

5. Finally, the employee will receive an e-mail confirming that their HUB account has been activated. This e-mail will also include details on what to expect and some additional links for training.



The screenshot shows an email confirmation for Philip's HUB account activation. The subject line is 'Your SAMPLE COMPANY HUB account has been activated!'. The email body starts with 'Hi Philip!' and 'Great news – your SAMPLE COMPANY employee HUB account is now active and ready for use!'. It then provides helpful information: 'Here is some helpful information you'll want to store in a secure place:' followed by a bulleted list: 'You can access HUB at <https://payrolldirect.myfileguardian.com/hub>' and 'Your email address on file is'. The email also includes sections for 'What to expect on check date?' (describing secure delivery of pay stubs), 'Important company messages, documents and links' (describing updates and shared documents), and 'Some training resources to help you' (describing training videos and guides). The email concludes with 'Now go and explore all that HUB has to offer!'.