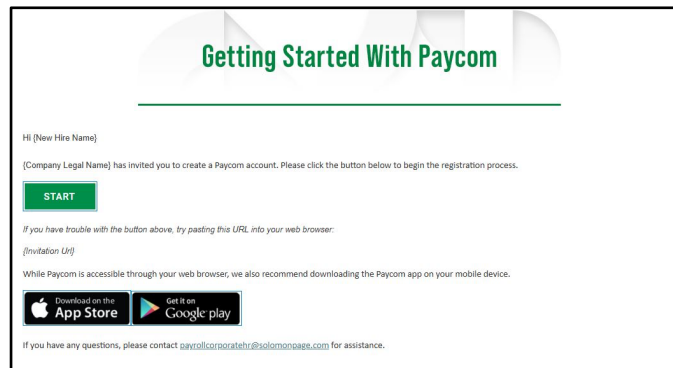


PAYCOM GUIDE: ACCOUNT, PAY, AND TAX SETUP

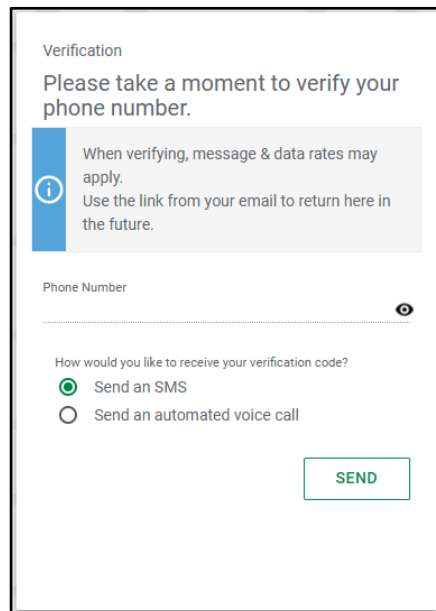
Step 1: You will receive an email from 'systemmessage@paycomonline.com' with the subject line 'Welcome to Paycom'. Click the 'Start' button to complete the registration process.



Please be sure to check your inbox, spam, and junk folder for this email. If you have not received an email after 24-48 hours upon onboarding completion, reach out to payrollcorporatehr@solomonpage.com for assistance.

Step 2: Select a Language and click 'Next'.

Step 3: Enter your phone number, confirm how you would like to be sent a verification code, and click 'Send'.

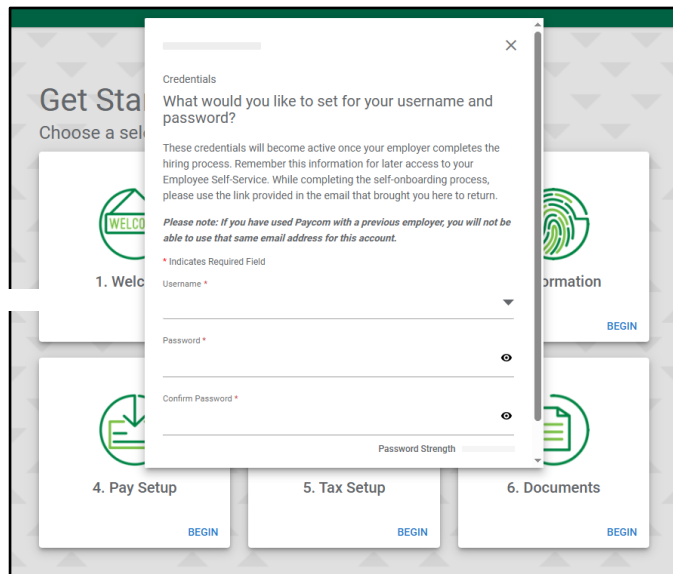
The screenshot shows the 'Verification' screen in the Paycom app. The title 'Verification' is at the top. Below it, the text 'Please take a moment to verify your phone number.' is displayed. A blue information icon is next to a box containing the text: 'When verifying, message & data rates may apply. Use the link from your email to return here in the future.' Below this, there is a 'Phone Number' input field with a toggle icon on the right. Underneath the input field, the text 'How would you like to receive your verification code?' is followed by two radio button options: 'Send an SMS' (which is selected) and 'Send an automated voice call'. A green 'SEND' button is located at the bottom right of the screen.

WELCOME

Step 4: A 'Welcome' pop up will appear on your screen. Please click 'Next'.

CREDENTIALS

Step 5: A 'Credentials' pop up will appear on your screen. Your email will autofill in the 'Username' field. Please make sure to complete the 'Password' and 'Confirm Password' fields.



Step 6: Complete the security questions and click 'Continue'.

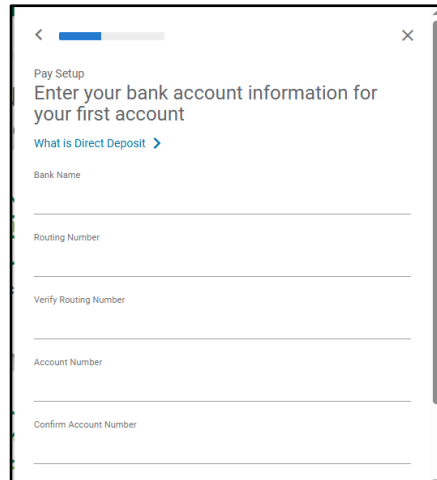
INFORMATION

Step 7: An 'Information' pop up will appear on your screen. Complete all required fields within this section, including your Birth Date, Address, Phone Number, and Emergency Contact. Then click 'Continue' again.

PAY SETUP (DIRECT DEPOSIT)

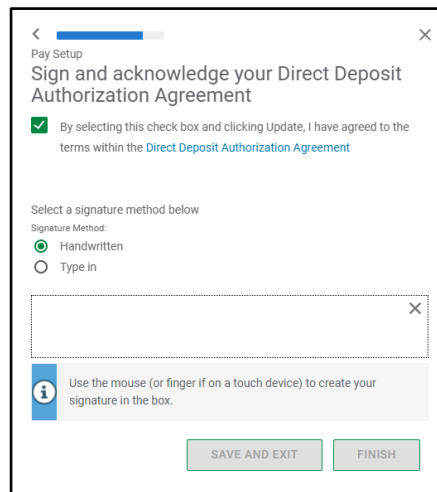
This section must be completed prior to your start date to ensure there are no payment delays.

Step 8: A 'Pay Setup' pop up will appear on your screen. Enter your bank account information and click 'Next'.



The screenshot shows a mobile app interface for 'Pay Setup'. At the top, there's a title bar with a back arrow and a close 'X' button. Below the title bar, the text reads 'Pay Setup' followed by 'Enter your bank account information for your first account'. There is a link 'What is Direct Deposit >'. The form contains five input fields: 'Bank Name', 'Routing Number', 'Verify Routing Number', 'Account Number', and 'Confirm Account Number'. Each field has a corresponding label above it.

Step 9: Sign and acknowledge your Direct Deposit Authorization Agreement and click 'Finish'.

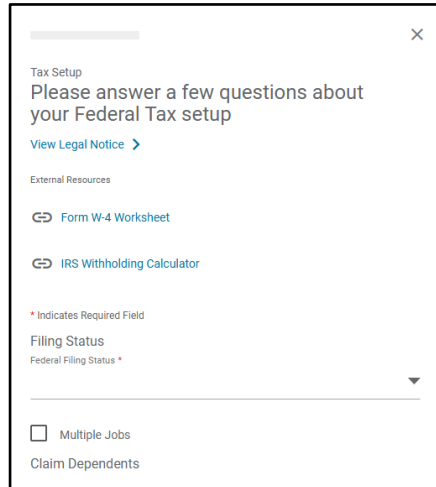


The screenshot shows the next screen in the 'Pay Setup' process. It has the same title bar. The main heading is 'Sign and acknowledge your Direct Deposit Authorization Agreement'. Below this, there is a checked checkbox with the text: 'By selecting this check box and clicking Update, I have agreed to the terms within the [Direct Deposit Authorization Agreement](#)'. Underneath, it says 'Select a signature method below'. There are two radio button options: 'Handwritten' (which is selected) and 'Type in'. Below the radio buttons is a large rectangular box for the signature, with a close 'X' button in the top right corner. At the bottom left, there is an information icon and a note: 'Use the mouse (or finger if on a touch device) to create your signature in the box.' At the bottom right, there are two buttons: 'SAVE AND EXIT' and 'FINISH'.

TAX SETUP

This section must be completed prior to your start date to ensure there are no payment delays.

Step 10: A 'Tax Setup' pop up will appear on your screen. Complete the required 'Federal Filing Status' field, along with other requested information, and click 'Next'.



Step 11: You will then be prompted to complete additional state forms. Once finished, click 'Next'.

Step 12: Sign and acknowledge your W-4 Form and click 'Finish'.

