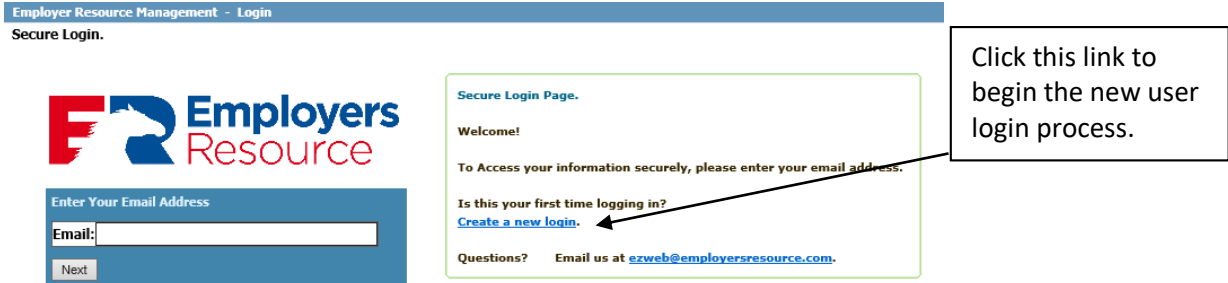


LOGGING IN

For new users of PayPlus360 (for existing users skip to page 4):

Navigate to: erm.ezwebadvantage.com.

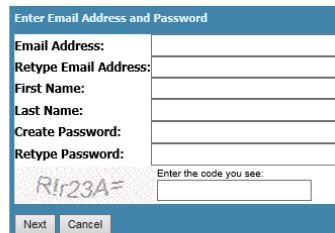
1. Click on "Create a new login"



2. You will be prompted for several entries. Follow the on screen instructions provided to aid in the account setup.

NOTE: use a personal email address and not a work email address. Email verifications and password resets will be sent through email. You must have access to the email account in order to reset a password. If you ever leave employment, you lose access to a work email address.

Employer Resource Management - Create New Login
Step 1 of 6 : Select Login Credentials



Explanation

A valid email account is used to process your application for a ezWeb Advantage login

Purpose

- We will use this email account if you ever need to recover a lost password
- We will use this email account as a default if your company chooses to send company related messages or reports

Your Privacy

- We will not supply or sell your email to any third parties
- We will not send advertisements to your email account

Password Requirements

- May not contain spaces
- Must be a minimum of 6 characters
- Do not use special characters such as !@#\$%^& in your password

Password Suggestions

- Do not use your social security number
- Do not use a variation of your name
- Select values that contain both letters and numbers
- Do not use keys in sequence such as "123456"

Employer Resource Management - Create New Login
Step 2 of 7 : Email Account Validation Sent

An email has been sent to jnbjns@gmail.com and should arrive in your inbox within the next 15 minutes. You must use this email to complete the login process.

Please follow these steps:

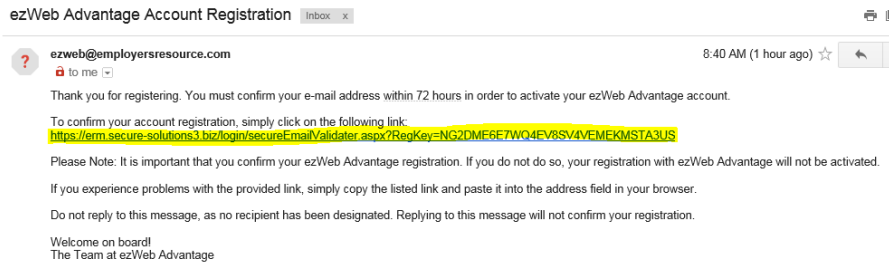
- 1 - Login to the email account you just entered and search for the "ezWeb Advantage Account Registration" email.
- 2 - Click the link within the email to activate your email address and continue the registration process.
- 3 - Once you receive your email, you may close this browser window.

Problems finding the email?

If you are unable to find the email in your inbox please try the following:

- 1 - Wait 15 minutes and look for the email again.
- 2 - Check your "Junk" folder, as settings in your email account may have filtered the email from your inbox.
- 3 - Verify you are logged into the same email account as the one you supplied earlier: jnbjns@gmail.com.
- 4 - If you have not received your validation email and you have tried all the suggestions above, please email support at ezweb@employersresource.com.

4. Click on the link in the e-mail to continue the ezWEB registration wizard.



5. You will be prompted for your password, enter it in the box provided and click NEXT. The system will validate your email address.

Employer Resource Management - Create New Login

Step 3 of 7 : Email Account Validation Processing

Enter Password

Password:

Next

Employer Resource Management - Create New Login

Step 3 of 7 : Email Account Validation Processing

Your registration of email account **jnbjns@gmail.com** was successful.

Please click "Next" to continue the login process.

Next

6. You will next be prompted to select a security picture and label. Use the directional arrow keys to select a picture then enter a label for the picture. Click NEXT.

Employer Resource Management - Create New Login

Step 5 of 7 : Security Settings

Choose a Security Picture and Label

Security Picture:

Picture: 1 of 218

Security Label: Boxes

Next

Purpose of Security Picture

The security picture and label add an additional level of security.

Please select a picture from the images provided and create a label. Your label may be 1 to 15 characters in length.

How It Works

When you are asked to supply your password, your selected picture and label will be displayed on the login page.

If you do not see this picture and label while supplying your password, the page you are logging into may be another site trying to gather your password from you.

Unless you see your chosen picture and label, do not supply your password.

If you notice anything suspicious, email us at ezweb@employersresource.com.

7. You will next be prompted to select a security question and answer. Write this down, you will need it in the future.

Employer Resource Management - Create New Login

Step 6 of 7 : Security Question

Choose a Security Question and Answer

Question: Mother's Birthplace?

Answer:

Next

Purpose of Security Question

The security question adds an additional layer of security. The following are instances of when you will be asked to supply this answer:

- During a first time login from a new computer to register your s
- During the recovery of a lost password

Recommendations

- Choose a question that has an answer you will not forget.
- Choose a question that cannot be easily determined with research
- Your answer must be between 1 to 50 characters in length.
- Your answer is not case sensitive.
- Blank spaces will not be used as part of the answer verification.

Employer Resource Management - Create New Login

Step 6 of 7 : Security Question

Choose a Security Question and Answer

Question: Name of First Pet?

Answer: Tippyl

Next

8. The last step will be to enter a set of validation credentials. **NOTE:** Due to the confidential nature of the information available in the system, leading industry security standards are used to keep your data secure and so these validation credentials are required.

Ensure that “My Employee Information Only” is selected (if displayed) then enter the following:

- Your **validation key** is the first four letters of your last name in all CAPS (or your full last name if it is shorter than four letters) and the last four numbers of your social security number (ABCD1234).
- Your **validation password** is your birth date (mm/dd/yyyy).

Employer Resource Management - Create New Login
Step 7 of 7 : Validation Credentials

I am accessing:
☒ My Employee Information Only
☐ Supervisor or Third Party Information

Enter Validation Credentials

Validation Key: JONE9864
Birth Date: 03/23/1972

Accept Skip

What is a Validation Key?
The validation key is used for security purposes and is the link to your account information. Your birth date is also used as an additional layer of validation.

Where do I get the Validation Key
The validation key is the first four letters of your last name and the last four digits of your SSN.
Your validation password is your birthdate in mm/dd/yyyy format (including the slashes).
If your last name is less than 4 letters please type in your full last name.
Please contact ezweb@employersresource.com or call 208-376-3000 if you need further assistance.

To continue please do one of the following:
-Input your validation credentials and click the button labeled "Accept."
-Click the button labeled "Skip" to enter these credentials at a later time.

9. Click ACCEPT. The system will confirm your login has been created. Click on LOGIN to login to the system.
10. Once logged in again, you should now see a screen similar to this...



11. If you clicked SKIP in Step 8, the system will display a pop up indicating your account is not complete. Click OK.

You can add your validation credentials by clicking on your profile name, click Login Settings, click Manage Access. Follow the onscreen instructions to enter your validation key and password. Refer to instructions in Step 8.

Account Incomplete
We noticed that your account isn't completed. If you have received instructions about how to activate your account, you may complete that process from the Manage Access page off the Login Settings menu.
☐ Do not show this message again.
Ok

Manage Access
Enter the validation key and password
Validation Key:
Validation Password:

What is a Validation Key?
The validation key is used for security purposes and is the link to your account information. Your birth date is also used as an additional layer of validation.

Where do I get the validation Key/Password
The validation key is the first four letters of your last name and the last four digits of your SSN. If your last name is less than 4 letters please type in your full last name.
Your validation password is your birthdate in mm/dd/yyyy format (including the slashes).
Please contact ezweb@employersresource.com or call 208-376-3000 if you need further assistance

Add Cancel

For existing users (for new users, skip to the first section):

Navigate to: erm.ezwebadvantage.com

1. Enter the email address you originally registered. If after entering the email address you get the screen message shown (login does not exist), ensure you typed your email in correctly by clicking the HOME button and re-entering your email address.

If you receive the message again and you are certain you've created an account, submit a support request by clicking on the email link provided (ezweb@employersresource.com) and include your first and last name, the name of your employer and the email address you believe your account is setup under.

Employer Resource Management - Login

Login Does Not Exist

Email Address Entered Does Not Exist

The email address -gonzofam- does not exist as a valid login.

If you mistyped your email address return to the home page and attempt to log into the system.

If this is the first time using ezWeb Advantage, you must first validate your email address by clicking on the "Create New Login" button.

Home

Create New Login

If you have any questions email us at ezweb@employersresource.com.

2. The first time you login from any computer that has not been registered (or your internet browser cookies or cache have been cleared) you will need to enter the answer to your security question and enter a verification code.
 - a. Enter the answer to the question in the box provided.
 - b. Select whether you want the computer you are logging in from remembered.
 - c. Enter the verification code just as displayed in the box provided.
 - d. Click NEXT.

Employer Resource Management - Login

Secure Pic Question

Enter Your Answer

Security Question: Name of First Pet?

Answer:

Do you want to have our system remember your current PC?

☒ Yes ☐ No

Verification:

Enter the code you see:

Next

An Additional Level of Security

Welcome,

This is the first time you have logged into ezWeb Advantage from this computer. In order to increase security of your login, ezWeb Advantage requires that you register your secure picture at each computer you login from.

To register your secure picture at this computer, answer your secure question and enter the verification code shown.

If you have any questions email us at ezweb@employersresource.com.


3. If you selected YES in the previous step, the screen will display a message indicating the email and computer are now registered together. If you selected NO, the screen will display a message indicating that next time you will again be prompted for the answer to your security question. In either case, click NEXT.

4. The screen will display your security picture with label. Enter your password in the box provided. Click NEXT.

Employer Resource Management - Login

Secure Password

Enter Your Password



Boxes

Password:

Back Next

Is the Picture and Label Correct?

Welcome,

Before you enter your password, please verify that the picture and label shown to the left match those you had chosen when you created your login.

You have chosen to log into the site without our system remembering this computer. The next time you log in you will again be asked to supply the answer to your security question.

[I forgot my password!](#)

Questions? Email us at ezweb@employersresource.com.

FORGOT PASSWORD?


Employers Resource provides a safe and secure way to retrieve your account in the event you have forgotten your password.

1. After entering your email address at the main PayPlus360 login page and clicking NEXT....

Employer Resource Management - Login

Secure Password

Enter Your Password



Boxes

Password:

Back Next

Is the Picture and Label Correct?

Welcome,

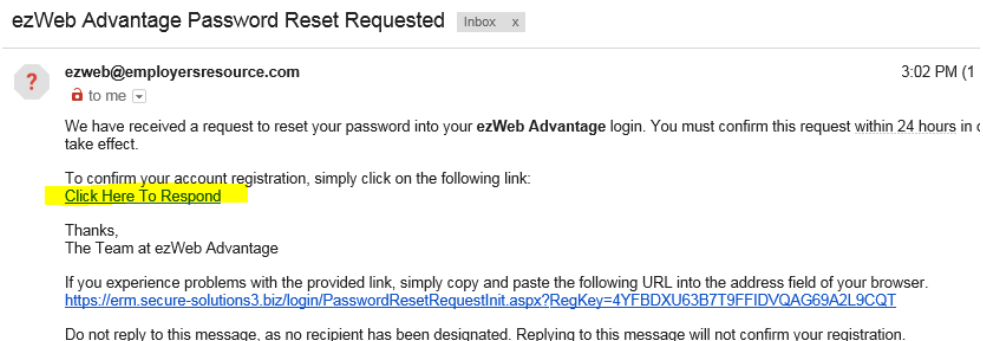
Before you enter your password, please verify that the picture and label shown to the left match those you chose when you created your login.

[I forgot my password!](#)

Questions? Email us at ezweb@employersresource.com.

Click on the 'I forgot my password!' link.

2. You will be prompted for the answer to your security question and a verification code. Click on "Send Request for Reset". If you've forgotten the answer to your security question, click on the ezweb@employersresource.com to email support. Please include a brief description, your first and last name, the name of your employer and the email address associated with your account.
3. An email is sent to the email account registered to your account. Login into that email account, locate the email from ezweb@employersresource.com and click on the link "Click Here to Respond" in the body of the email as shown in screenshot below.



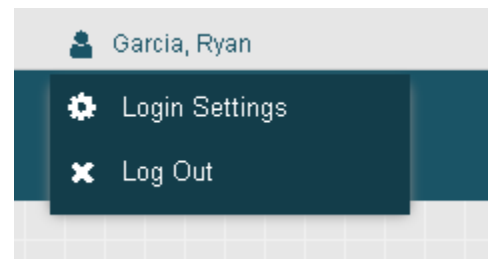
4. A browser window will open with a screen notification for the Password Reset Request. Click NEXT.
5. Enter your email address.
6. Enter a new password in the first box and then again in the second box. Remember to follow the password rules listed on the screen.
7. The system will verify the password has been successfully reset. Click on "Return to Main Page". Login using your email address and the new password.

YOUR MENUS

PROFILE (upper left corner)

Login Settings – click to update security information and more. See more below

Log Out – click to exit your PP360 session.



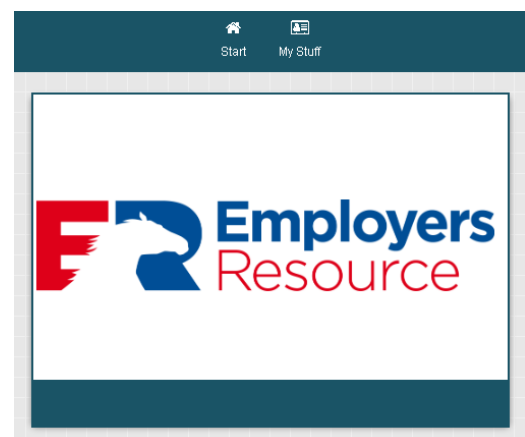
Login Settings:

General: update your name. Click on the "Manage Access" button. Use this to call your personal data from payroll and tie it to your account. This is used when you do not see data populating in your profile. Follow the instructions on the screen.

Security: update your email address, change your password, security question and answer, anti-phishing picture and label.

START

Your home screen displaying the Employers Resource logo.



MY STUFF

My Profile:

Basic Information – displays your address and phone number.

Job Status – displays occupation, hire date, pay rate and more.

Department – displays the department(s) you are currently assigned to.

Personal Information – displays Social Security Number, birthdate and more.

Paid Leave – displays current accrual balances for vacation, sick and/or Paid Time Off. Includes YTD taken, available and roll over balances.

Benefits – displays current benefit coverage and effective dates.

Benefit Dependents – displays basic dependent(s) info on file.

Emergency Contact – displays emergency contact on file.

Start	My Stuff
My Profile	My Payroll
Basic Information	Earnings Statements
Job Status	W-2 Register
Department	Tax Settings
Personal Information	Direct Deposit
Paid Leave	Year-to-Date Information
Benefits	
Benefit Dependents	
Emergency Contact	

My Payroll:

Earnings Statements – This will populate a list of checks you've received. Click the PDF icon to open your earnings statement for a specific date. Includes year-to-date amounts for gross and net pay. Click on any column header to sort ascending or descending or click on header drop down arrow to further filter information or change columns displayed.

W-2 Register – displays a list of W2 information by year. Click on the PDF icon next to the year to display the W2 for that year. It opens in a new browser window, use the PDF tools to print.

Tax Settings – displays current federal, resident and work state tax withholding elections.

Direct Deposit – displays current accounts and amounts on file. To make changes to your direct deposit, contact your employer for a change form.

Year-to-Date Information – choose between years to see earnings, deductions and taxes for each year.

TOOLS (upper right corner)



Document Sharing – this is tool to allow secure sharing of documents between your employer and you or you and your employer. Open the tool and click on the “Upload Document” link at the bottom to navigate to the file to upload. Every document can be share with someone else by clicking on the number under the column ‘shared’ and then adding the email address(es) to the field provided. You can require an access key (aka password) for any user to add further security to the sharing process. Click on the trash can icon to remove the document from the system.



Notifications – click to turn on email notifications when documents are shared with you, otherwise the system displays a number next to the bell indicating a notification is waiting.



External Links – links to external websites for common forms (W4, I-9, etc) or websites. The Client Resource Center is the place for all ER forms; contact your employer for user login information.