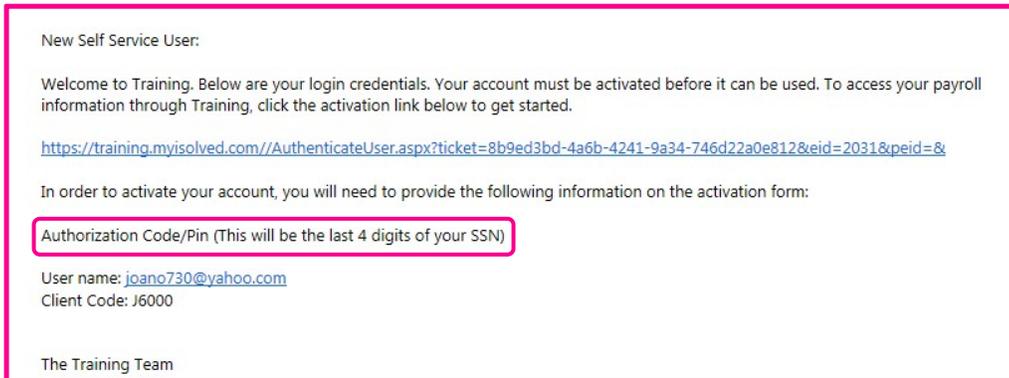




AEE Quick Reference Guide

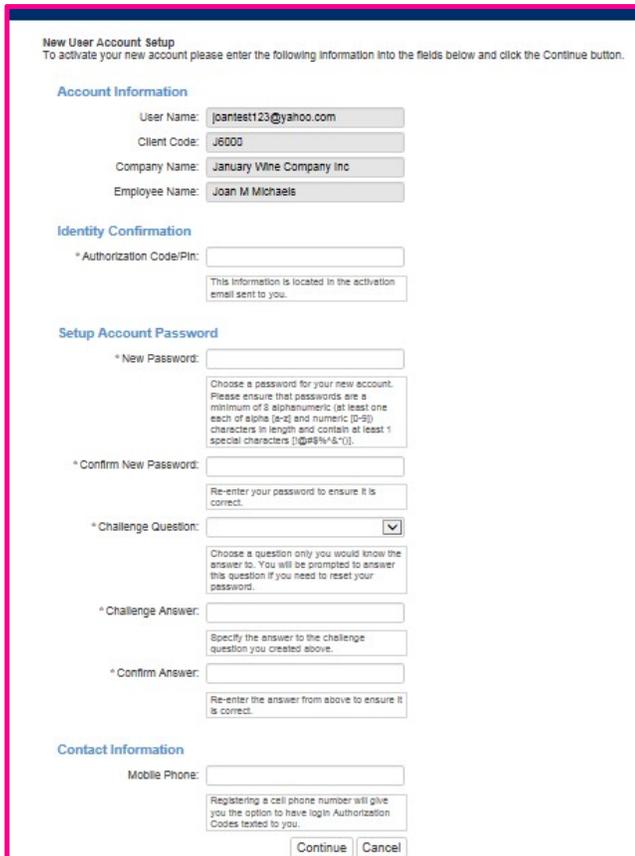
Adaptive Employee Experience Initial Email

Your employer will initiate a system-generated email to you upon the activation of Adaptive Employee Experience. This email is from a no-reply email address. Here is what it will look like:



You must click on the link provided in the email. The **User Name** is the email address provided.

Your one-time authorization code for your initial sign-on is the **last four digits of your SSN**.



Adaptive Employee Experience Initial Sign-on

Once you click on the link provided, the User Name and Client Code will be pre-filled.

You must add your Authorization Pin number (the last 4 digits of your SSN).

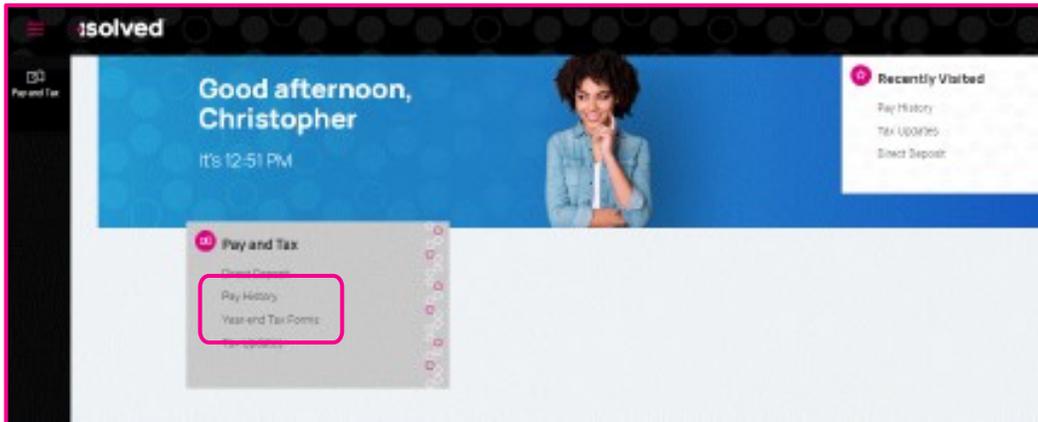
Create and verify a Password.

You then must select a challenge question/answer and verify your response.

It is best to add your cell phone number in order to receive text messages if you are accessing your Employee Self-Service from a different IP address, or if you need to reset your password.

First Time Log-in

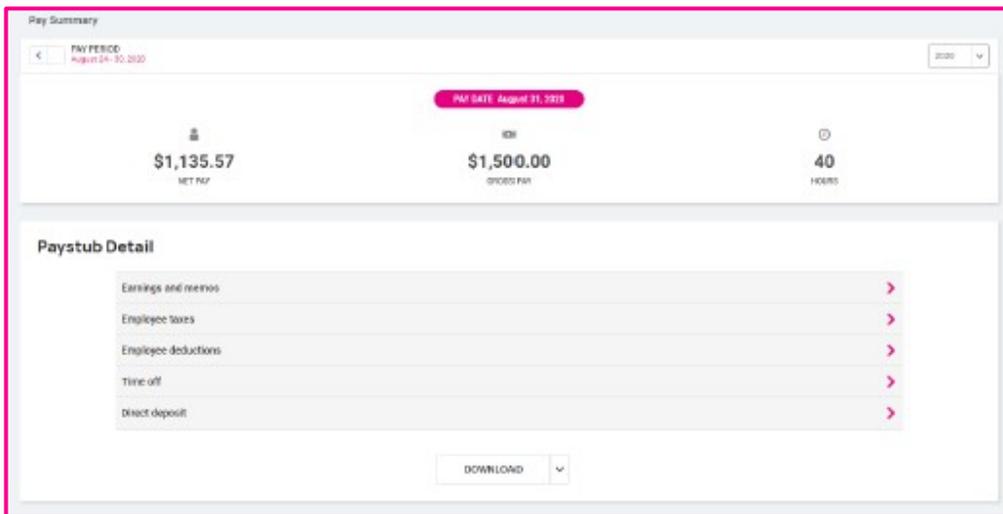
Once you click on **Continue** from the initial New User Account Setup, it will log you into Employee SelfService. Depending on the roles set up for you by your employer, your screen could have one, two, or more subjects listed on the left side menu. Here is an example:



Pay and Tax > Pay History

The Pay History screen is where you can obtain and download copies of your check stubs. Your most recent Pay Summary appears at the top of the screen.

Click the > next to the details section, to see the paystub details. Click Download Pay Stub to save a copy of the paystub.



Pay and Tax > Year-end Tax Forms

The Year-end Tax forms screen will display forms for the current year (if closed) and the past years. All forms will be displayed in the summary layout.

Name (1)	Year (1)	Instructions
1095-C	2019	View
W-2	2019	View