

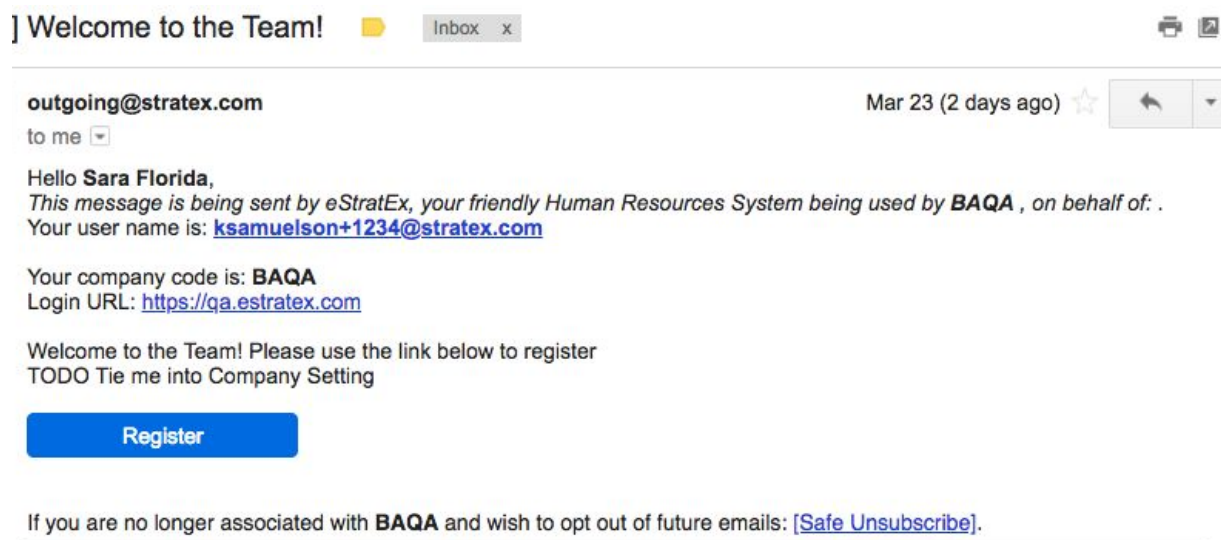
# eStratEx

## Employee Quick Start Guide

Welcome and congratulations on your new position! Your organization uses eStratEx for payroll and HR, including the completion of new hire paperwork. This guide will show you how to easily log into eStratEx to access your New Hire paperwork, change your password, and access your pay stub. Let's get started!

### Welcome to the Team Email

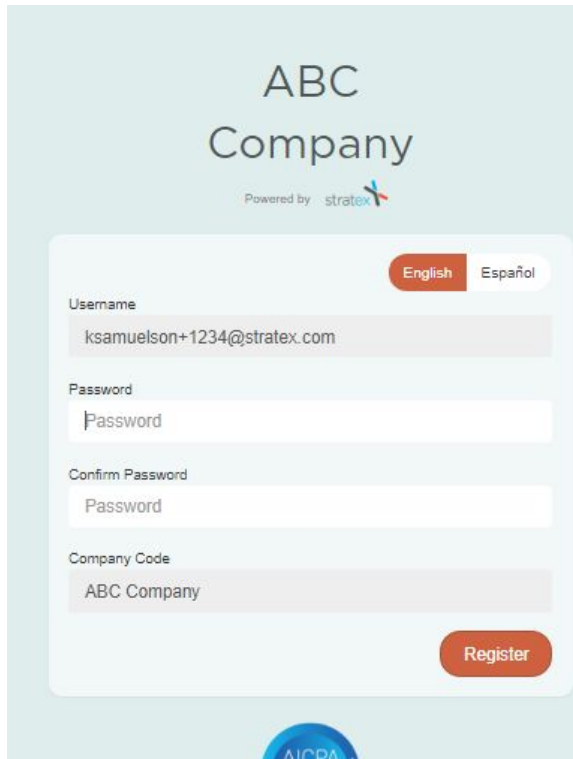
You should receive a system generated email from eStratEx. Please follow the prompts in the email to access the eStratEx website. The email will look like the image below and the subject line will say "Welcome to the Team". The email will contain your user name, the company code, and the URL where you can login. At the bottom of the email, you will see a Register button. Select the Register button and you will be brought directly to the eStratEx login page.



For existing employees, to access the eStratEx website go to this link: <https://estratex.com>

## Logging In

When you are logging in for the first time, the Register button in the Welcome email will take you a landing page that will auto-populate your Username and Company Code.



**Username:** Your username will auto-populate based on the information that was provided to you in the email. This will be what you use to log into eStratEx.

**Password:** You will need to create a password that is **at least 8 characters long** and should have at least **one special character** and **one capital letter**. Passwords are required to be strong.

**Company Code:** Auto-populated based on the information that was provided to you in the email. Your Manager or HR can also provide your company code if necessary.

Once you have entered your password, click on the Register button. Upon logging in, you will be brought to the Dashboard.

Going forward, whenever you navigate directly to <https://estratex.com>, the login home page will look like this image to the right. Enter your Company Code to be directed to your company-specific login page, which you can bookmark to go directly to in the future.

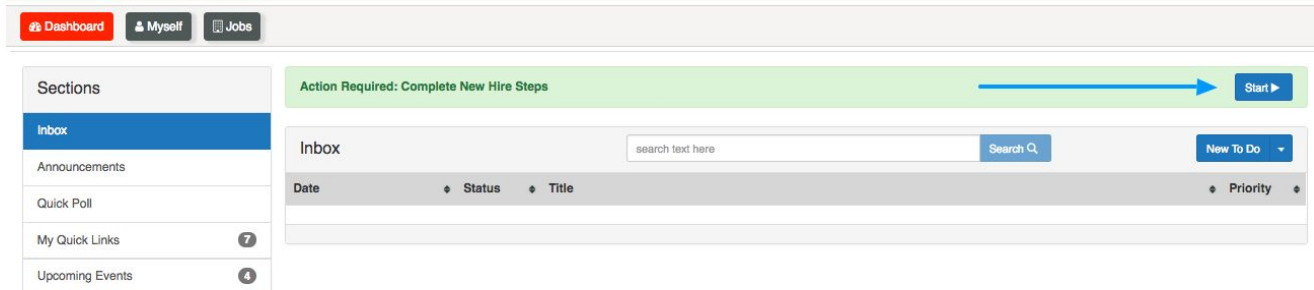


## Dashboard

After you have completed your new hire paperwork, you will be brought to the Dashboard. The Dashboard

serves as eStratEx’s home page. It may contain several company related items: Company Announcements, Upcoming Events and Quick Links.

This is also where you will see the Start button which will allow you to continue to complete your new hire paperwork if there are steps that still need to be completed.

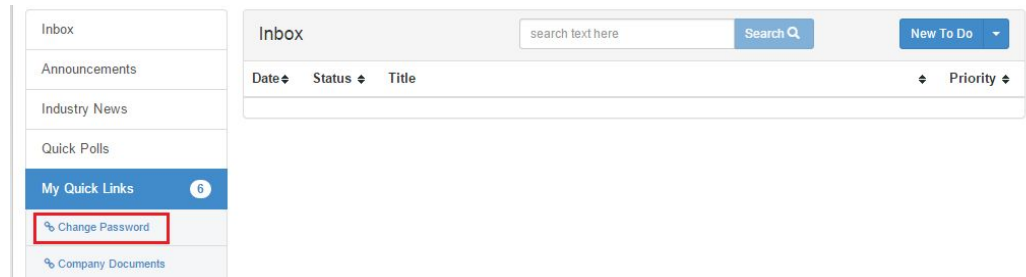


## My Quick Links

There are a few Quick Links on the left side of the Dashboard that will take you to common areas of the site.

## Changing Your Password

We recommend changing your password on a regular basis. You will be required to change it after a set amount of time, and



will receive a warning from the system several days before the change is required. You can change your password at any time by clicking on the link listed under ‘My Quick Links’ (see above) that says: Change Password.

First, enter in your current password and then choose a new, strong password that follows the instructions on the page. To be considered strong, you must include at least one of each category:

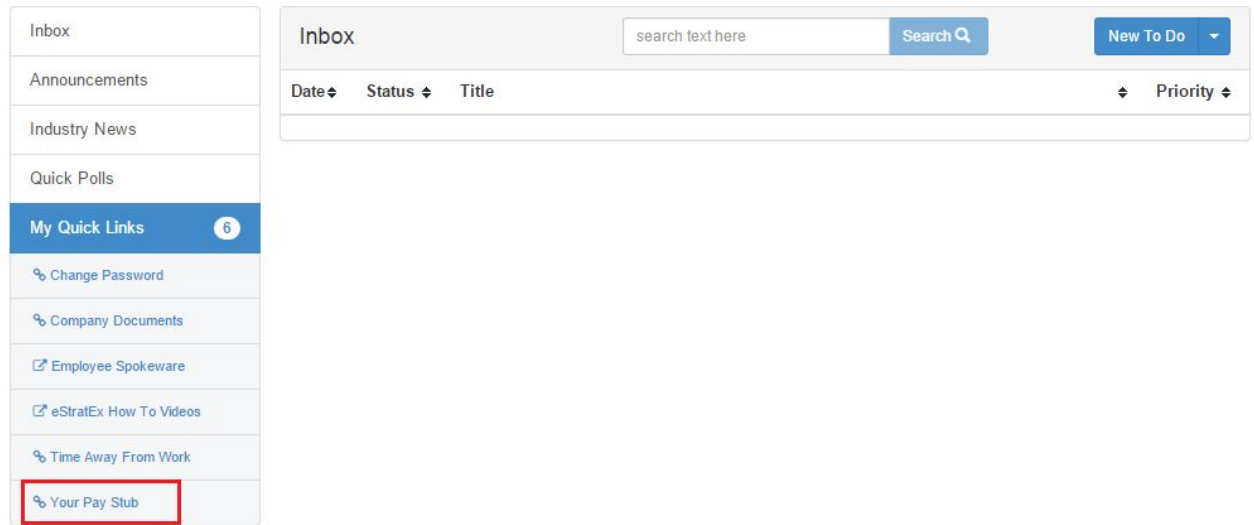
- Upper Case
- Lower Case
- Number
- Special Character

Once you have successfully chosen a new password, you will get this green bar indicating success:



## Accessing Pay Stubs

You can quickly access your pay stubs by clicking on the Dashboard Quick Link “Your Pay Stub”.



You will have the option to view or download all of the pay stub details for any pay period shown. **To view or download an individual pay stub, click on the view or download button next to the check date.** You can filter by date range or FEIN, and you will have the option to either view/download a detailed or summarized version of your pay history.

You can also view Pay Stubs by navigating to the **Myself** Tab > **Pay** > **Pay**