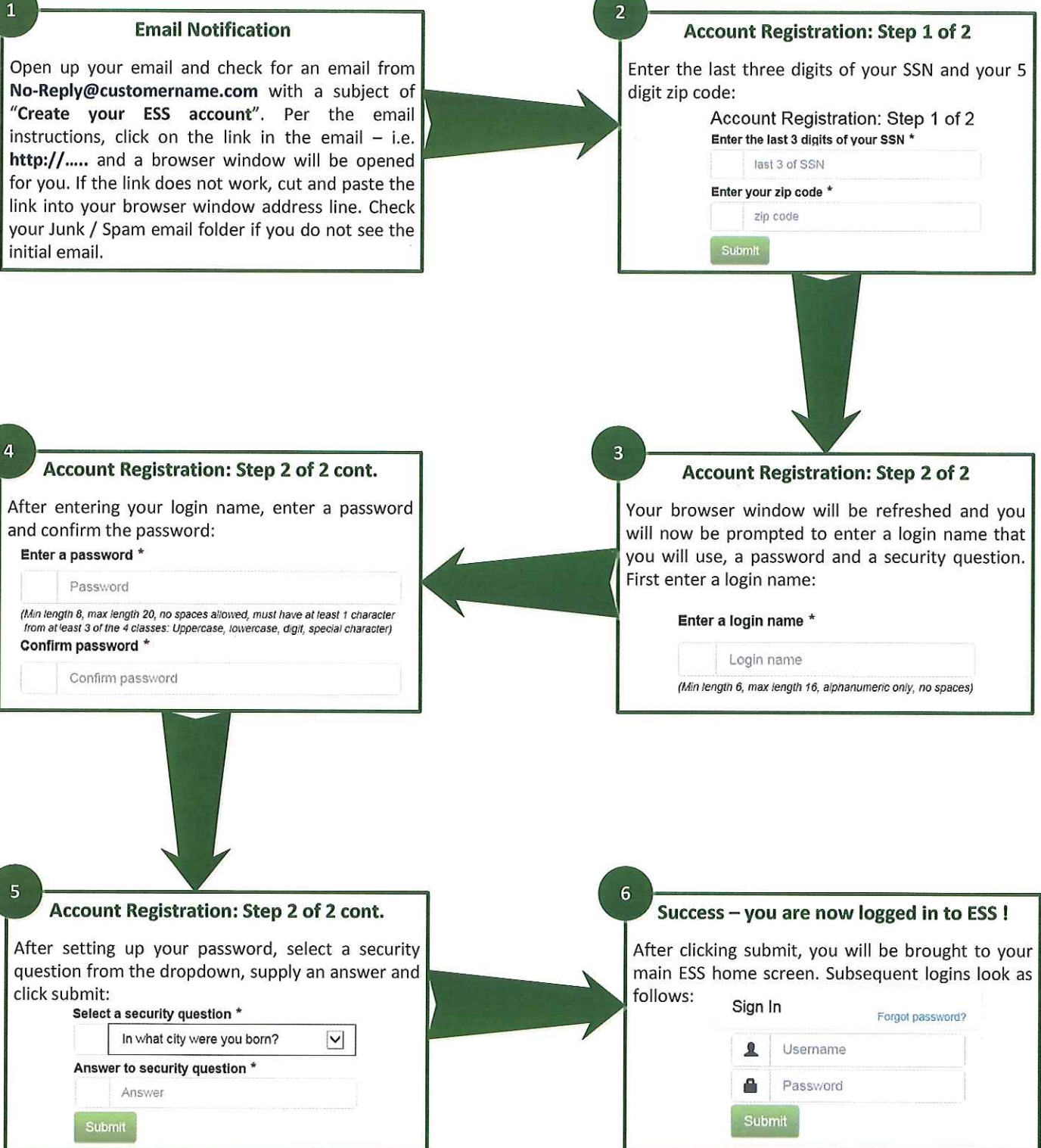


Employee Self Service Account Set Up and Login Instructions



Special Notes: It is extremely important that you take note of your user / login name, your password and also your security question and the answer to your security question. If at any time you forget your password, you can click on the **“Forgot Password”** prompt in **Step 6** – but you will be required to know your user / login name, email address, the last 3 digits of your SSN, your zip code and your security question and answer for the password reset process. It is possible that any emails sent to you may end up in your Junk / Spam email folder so check in those folders if you are expecting emails from No-Reply@harperspayroll.com. You can flag these emails as not being junk / spam if needed. If you forget your user / login name, you will need to contact your company’s HR / Payroll department.