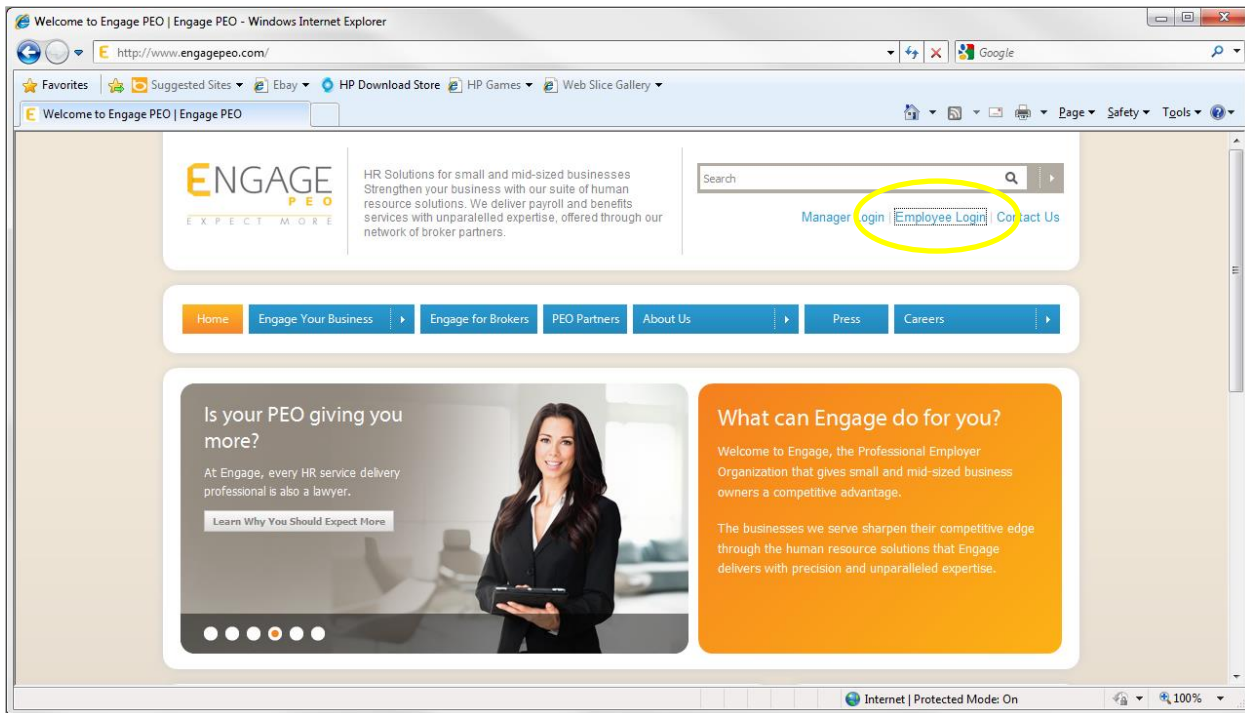


The following guideline provides steps an Employee should follow to register for access to the Engage Information Center. To register successfully and gain access, the Employee web portal must be activated by Engage at the request of the Employer. The Employee must also have a valid email address at the time of registration, in order to receive the temporary password.

Step 1 - Go to the website www.engagepeo.com

Step 2 - Select the Employee Login link at the top right hand corner of the page.

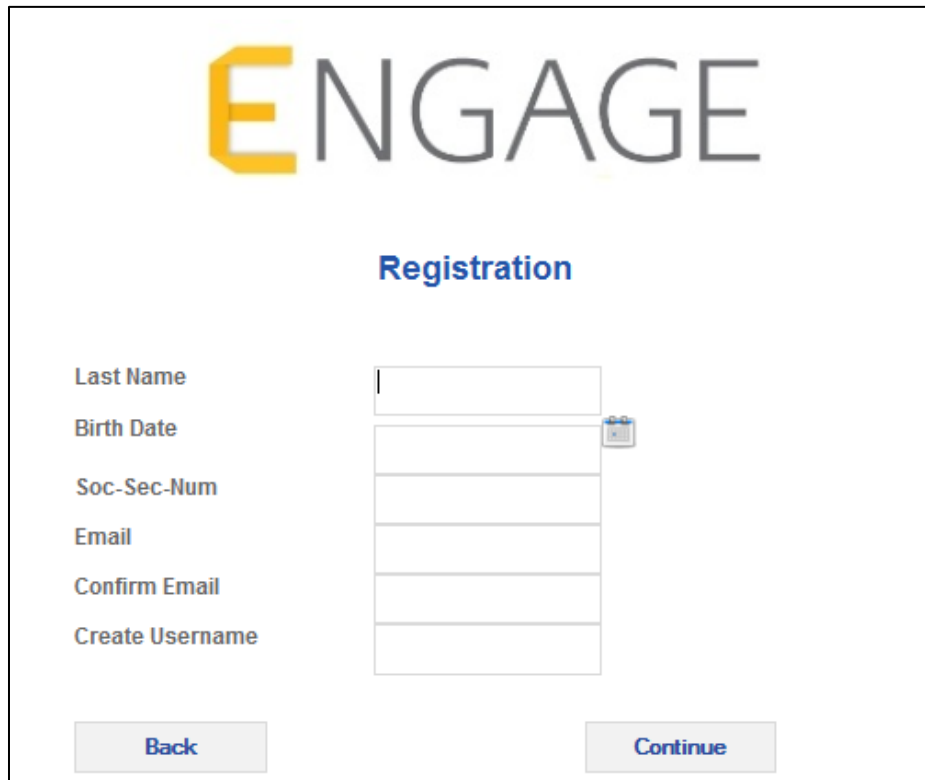


Step 3 - Select the Register button from the screen below.

The form displays the Engage logo at the top, followed by the heading 'Employee Login'. Below the heading are two input fields: 'Username' and 'Password'. A link for 'Lost your password?' is positioned below the password field. At the bottom of the form, there are two buttons: 'Register' and 'Login'.

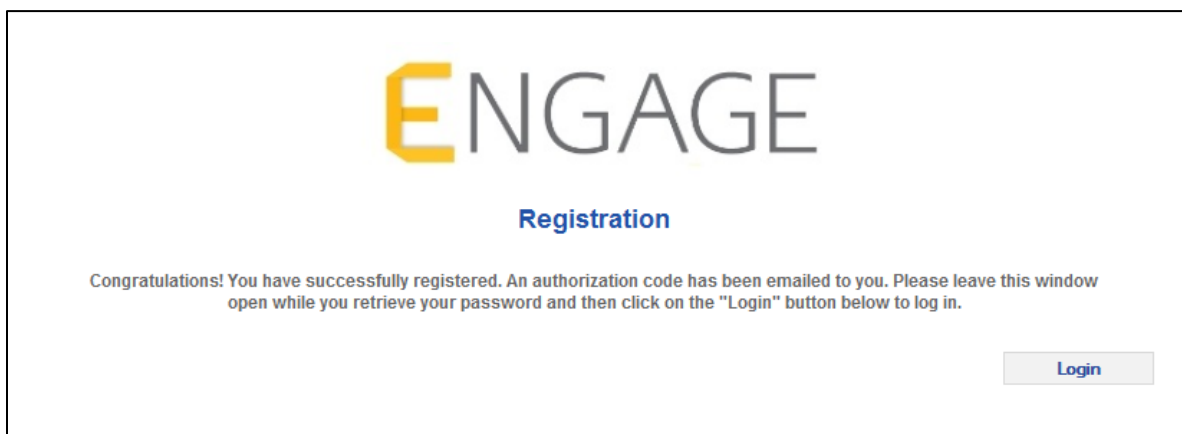
Step 4 - Enter the information in the fields. The information entered must match the information in Engage's system in order to successfully register. Please also note that the Username created is case sensitive.

Select the Continue button when finished.



The screenshot shows the Engage Registration page. At the top is the Engage logo. Below it is the word "Registration" in blue. The form contains the following fields: Last Name, Birth Date (with a calendar icon), Soc-Sec-Num, Email, Confirm Email, and Create Username. At the bottom are two buttons: "Back" and "Continue".

Step 5 - Once you successfully register, the screen below will appear and an email confirmation will be sent that will contain your authorization code. Select the Login button below to continue to the login page. Using the authorization code sent to your email and the username you created in the step above, you can login.



The screenshot shows the Engage Registration page after successful registration. At the top is the Engage logo. Below it is the word "Registration" in blue. The message reads: "Congratulations! You have successfully registered. An authorization code has been emailed to you. Please leave this window open while you retrieve your password and then click on the "Login" button below to log in." At the bottom right is a "Login" button.

Step 5 - If you have questions or need additional assistance please email us at contact@engagepeo.com