

We're serving up something new.

Welcome to Employee Self-Service

Your employer is happy to announce their new payroll partnership with Southland Data Processing. As part of this change, you will now have access to an all-new employee self-service portal for:

- Direct Deposit
- Pay Stubs
- Time Off Requests
- W-2s
- Links to Benefits
- Company Forms
- Company Messages

We're excited for this change, and we think you will be too! Stay tuned for more information from your HR department. In the meantime, you can learn more about Southland Data Processing at www.sdppayroll.com. See you on pay day!

-Your Friends at Southland Data Processing

Logging Into SDP Connect.



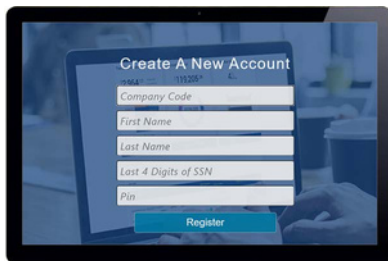
Access Your Account In 4 Easy Steps

Step 1: Open The Registration Email



You will receive a registration email to access your portal. Once received, follow the link in the email to register your account. If you do not receive an email, please contact your HR representative.

Step 2: Follow The Registration Steps



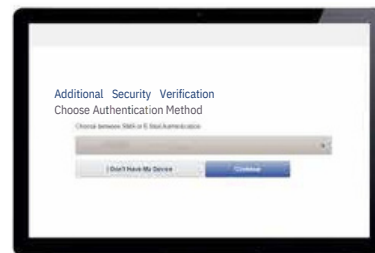
The registration email will provide you with a link to our registration website. The email will also contain registration information. Follow the steps and enter in your name and information exactly as it appears in your registration email.

Step 3: Log In



Once you have completed the registration process you can log into SDP Connect any time by visiting connect.sdppayroll.com. If you forget your password or username, simply click the "Forgot Password" or "Forgot Username" links below the sign in button to retrieve this information.

Step 4: Two-Factor Authentication



When accessing your account from a new device you will be asked to go through Two-Factor Authentication. Select if you would like to be sent a code via email or text message from the drop down. Once you receive the code, enter it into the system to access your account.

Learn more in the SDP Connect Help Center At: encompass.zendesk.com

Account Security Setup.



Keep Your Account Secure In 3 Easy Steps

Step 1: Contact Information

Contact Information

Please enter your contact information

Phone (Text Messages)
None [Add]

Primary Email Address
qepagan@sdppayroll.com (confirmed) [Change] [Remove]

Backup Email Address
None [Add]

Users will need to enter EITHER a phone number OR two valid email addresses. Two email addresses are required due to the increase in cases of email hacking. If your email address is compromised and you do not have an alternate validation method, the actor could gain access to your account.

Step 3: Security Questions

Password Recovery Questions

Please choose security questions and answer before continuing. These questions will be used to validate your identity should you need to recover your password.

Question 1
Choose
Answer

Question 2
Choose
Answer

Question 3
Choose
Answer

Question 4
Choose
Answer

Save Cancel

Security questions are a standard security protocol to validate users when an additional level of security is required. You will be asked to choose four security questions from a drop-down list and create your own answers. Security questions will be used to identify users in the case of lost passwords or other security-sensitive activities.

Step 2: Communication Preferences

Change Confirmation

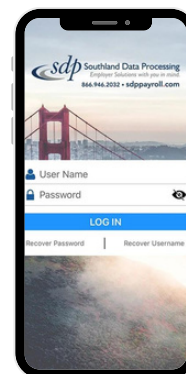
Please select which method you would like to be notified when changes to your account:

- Tax Changes
- Password Change
- Security Question Change
- Authentication of a new device

Notification Method
Email

The system will send you change notifications for sensitive data elements. Users are required to select EITHER text OR email as their notification method.

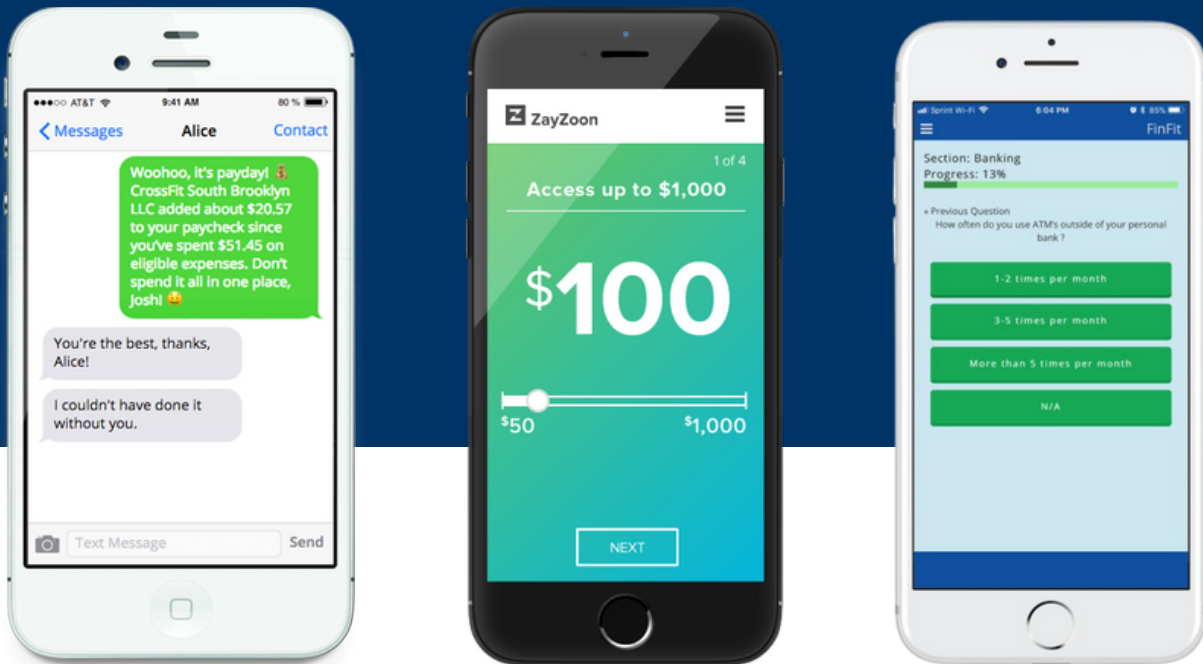
Step 4: Accessible On Any Device



Learn more in the SDP Connect Help Center At: encompass.zendesk.com

Phone: 909.946.2032 | Fax: 909.946.6372 | 1317 W Foothill Blvd., Suite 222 Upland, CA 91786

www.sdppayroll.com



Pay Your Way.

As part of your employer's new payroll partnership with Southland Data Processing, we are happy to announce that you will now have access to a variety of new financial wellness benefits, including:

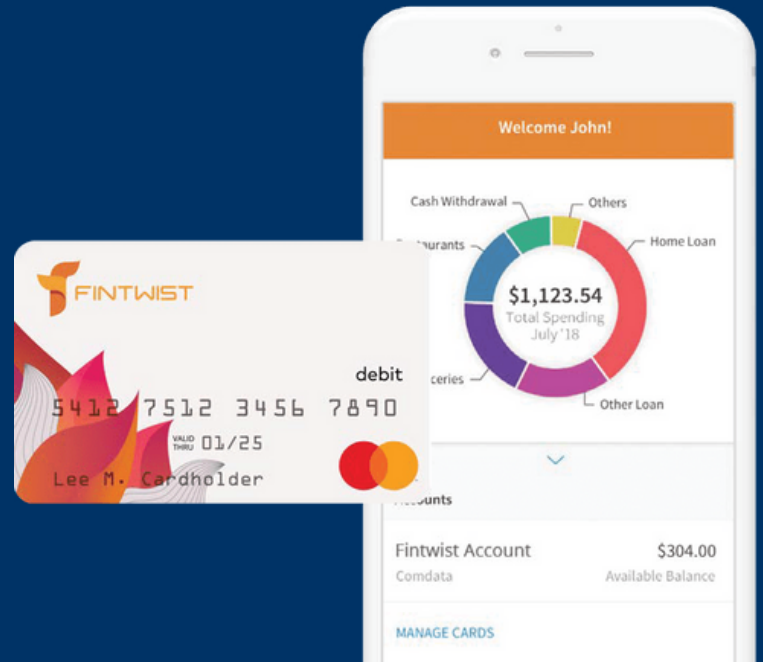
- **Wages On Demand** - access pay for your already-worked hours 24/7 for a flat fee of \$5.
- **Automated Pretax Spending** (FSAs, HSAs, etc.) - identifies your eligible purchases and deposits the money back into your next paycheck.
- **Financial Wellness Dashboard** - offers a financial health assessment, budgeting tools, and access to affordable, short-term loans.

Stay tuned for more information from your HR department. In the meantime, you can learn more about Southland Data Processing at www.sdppayroll.com. See you on pay day!

-Your Friends at Southland Data Processing

WORK IS HARD

*Getting paid
should be
easy.*



Well, it just got easier.

Employees save \$628 annually by switching to pay cards.*

In partnership with Southland Data Processing, your employer is happy to announce a new alternative to paper checks.

Our **Fintwist Paycard** eliminates the hassles of paper checks so you can enjoy the same cost-saving and time-saving benefits of direct deposits, even if you don't have a traditional bank account!

- iOS & Android Mobile
- Cardholder Education
- Online Purchases & Payments
- App Text & Email Alerts
- Educational Outbound Calls
- Your Card, Forever
- Mitigating Risk

**Amount each of your unbanked employees would save in check cashing, money order and other alternative financial services fees according to studies by CurrenC SF and the Network Branded Prepaid Card Association (2013).*



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