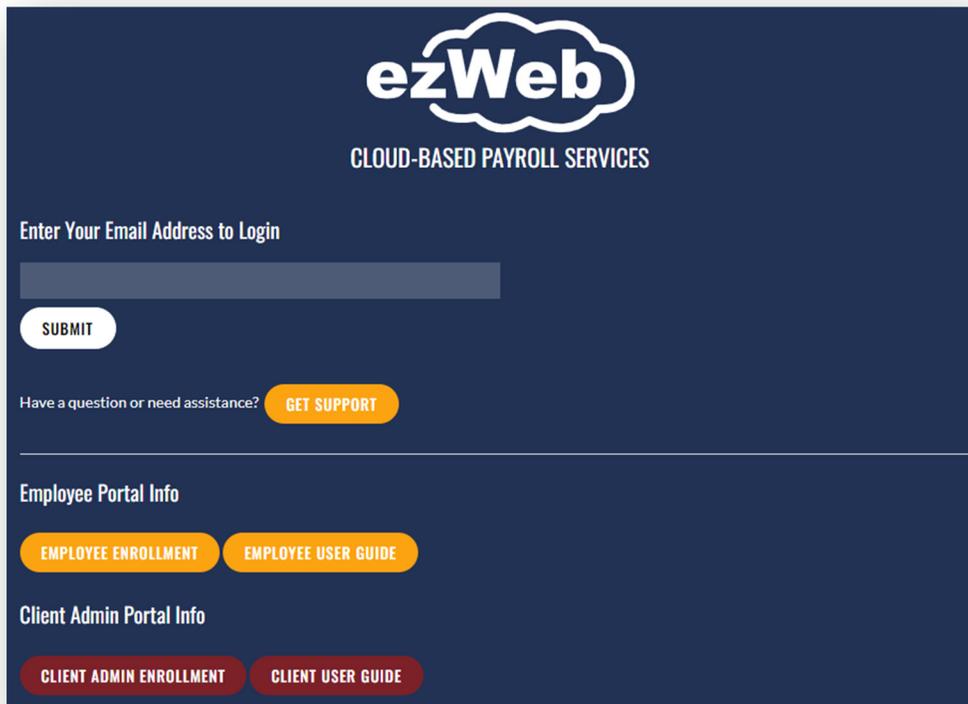


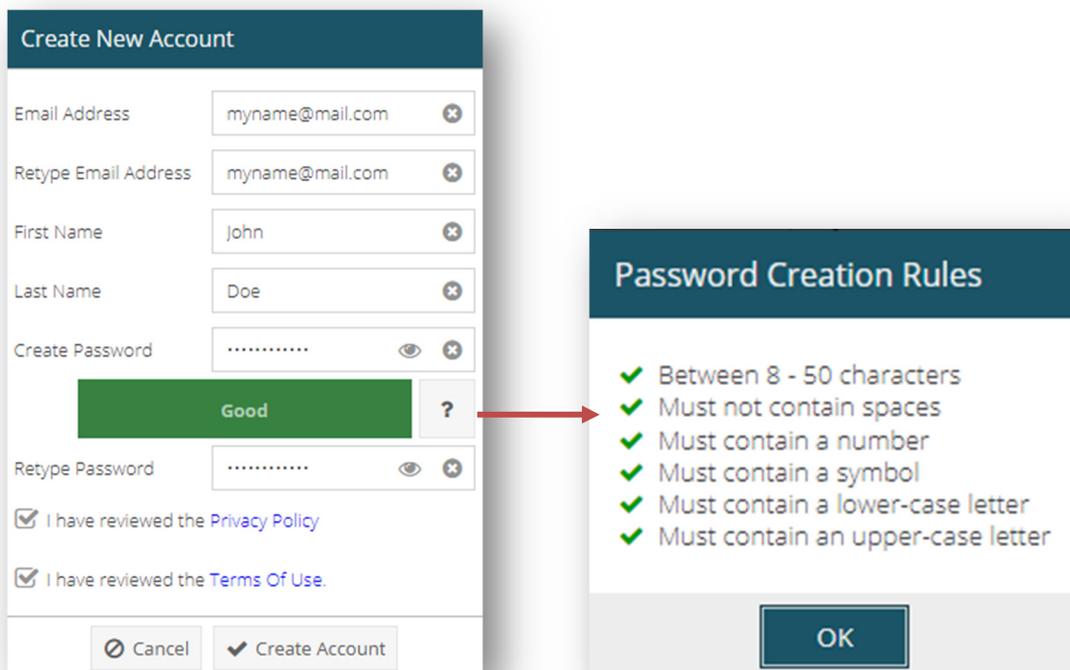
ezWeb Registration Guide for Employees

Go to <https://spli.com/> and click **ezWeb Login** then select [Employee Enrollment](#)



The image shows the ezWeb login page. At the top is the ezWeb logo and the text "CLOUD-BASED PAYROLL SERVICES". Below this is a section titled "Enter Your Email Address to Login" with a text input field and a "SUBMIT" button. Underneath is a link "Have a question or need assistance?" with a "GET SUPPORT" button. The page is divided into two main sections: "Employee Portal Info" with buttons for "EMPLOYEE ENROLLMENT" and "EMPLOYEE USER GUIDE", and "Client Admin Portal Info" with buttons for "CLIENT ADMIN ENROLLMENT" and "CLIENT USER GUIDE".

Create New Account – We recommend using a personal email address for your ezWeb account. Once you have successfully completed the below fields, click the button labeled 'Create Account' and an email will be generated and sent from registration@ezwebspli.com to the email address you entered. Make sure to check your "Spam/Junk" folder if you are unable to locate the email in your inbox.

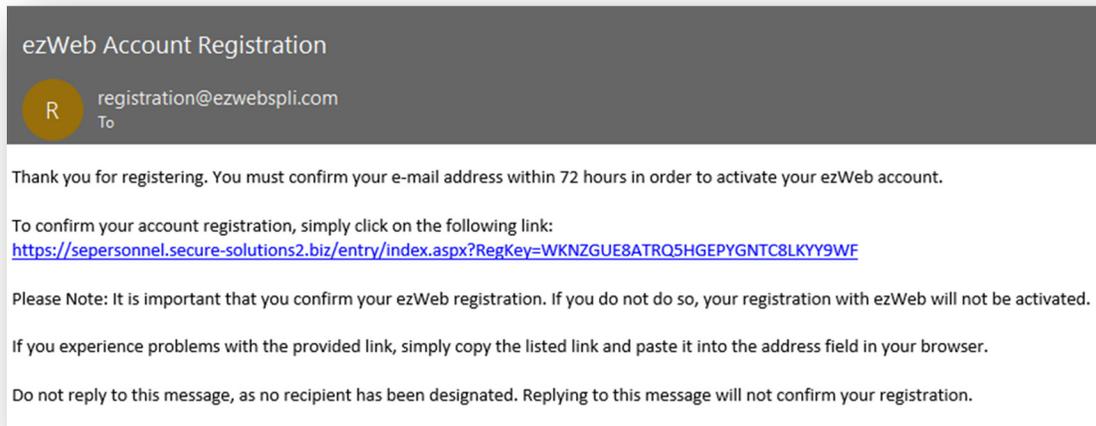


The image shows the "Create New Account" form and a "Password Creation Rules" dialog box. The form has fields for Email Address (myname@mail.com), Retype Email Address (myname@mail.com), First Name (John), Last Name (Doe), Create Password (.....), and Retype Password (.....). There are checkboxes for "I have reviewed the Privacy Policy" and "I have reviewed the Terms Of Use". A "Good" status bar is visible next to the password field. A red arrow points from the "Good" status bar to the "Password Creation Rules" dialog box. The dialog box lists the following rules:

- ✓ Between 8 - 50 characters
- ✓ Must not contain spaces
- ✓ Must contain a number
- ✓ Must contain a symbol
- ✓ Must contain a lower-case letter
- ✓ Must contain an upper-case letter

At the bottom of the dialog box is an "OK" button. The form also has "Cancel" and "Create Account" buttons at the bottom.

Click the link in the email.



Password – Enter the password that you created and click ‘Continue’

The screenshot shows a form titled 'Enter Your Password'. It has a text input field for the password, which is currently masked with dots. To the right of the input field are two icons: an eye icon to toggle visibility and a close icon. Below the input field are two buttons: 'Cancel' and 'Continue'. At the bottom of the form, there is a message: 'Your email account registration is almost done. Please enter your password to complete the process.'

Security Picture and Label – Choose a Security Picture and type a Security Label and click ‘Continue’

The screenshot shows a form titled 'Security Picture and Label'. It features a gallery of images with navigation arrows. The current image is a sphinx, labeled '40 of 216'. Below the image is a text input field for the 'Security Label', which contains the text 'Egypt'. At the bottom of the form are 'Cancel' and 'Continue' buttons.

Purpose of Security Picture

The security picture and label add an additional level of security. Please select a picture from the images provided and create a label. Your label may be 1 to 15 characters in length.

How It Works

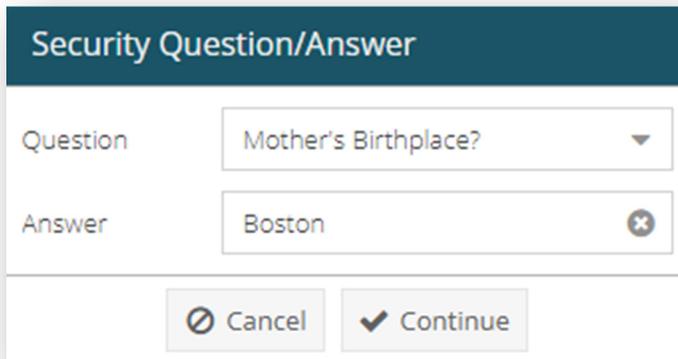
When you are asked to supply your password, your selected picture and label will be displayed on the login page.

If you do not see this picture and label while supplying your password, the page you are logging into may be another site trying to gather your password from you.

Unless you see your chosen picture and label, do not supply your password.

If you notice anything suspicious, contact us at [Contact Us](#).

Security Question/Answer – Choose a Question and create an Answer and click ‘Continue’ (*Please be aware, when you are asked to supply your answer, it is not case sensitive, but it must contain all characters you set up during this step.)

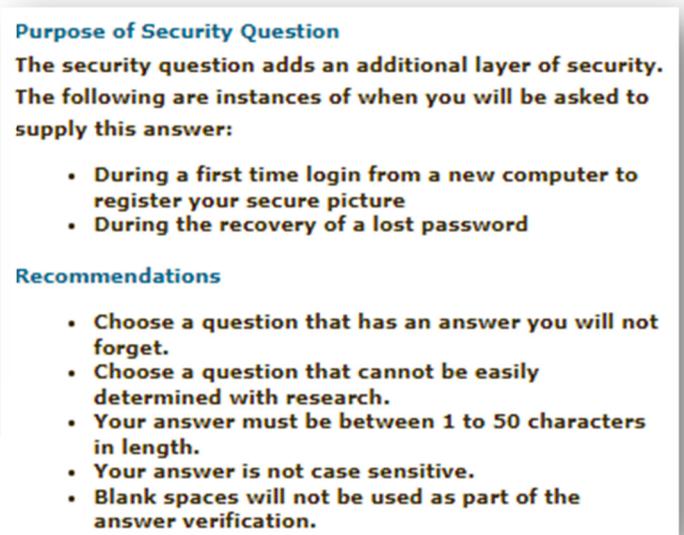


Security Question/Answer

Question: Mother's Birthplace?

Answer: Boston

Cancel Continue



Purpose of Security Question
The security question adds an additional layer of security. The following are instances of when you will be asked to supply this answer:

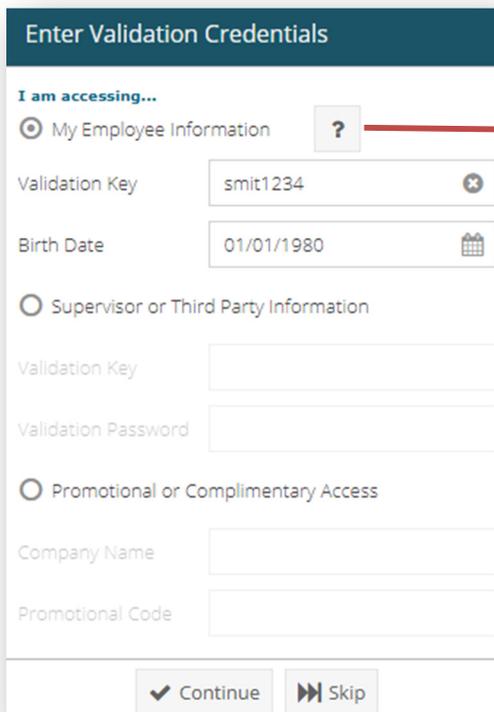
- During a first time login from a new computer to register your secure picture
- During the recovery of a lost password

Recommendations

- Choose a question that has an answer you will not forget.
- Choose a question that cannot be easily determined with research.
- Your answer must be between 1 to 50 characters in length.
- Your answer is not case sensitive.
- Blank spaces will not be used as part of the answer verification.

Enter Validation Credentials – Choose ‘My Employee Information’ and then enter your Validation Key and Birth Date and click ‘Continue’

- The **Validation Key** is the **FIRST FOUR** letters of your **LAST NAME** and the **LAST FOUR** digits of your **SSN** (if your name is less than 4 letters, type your full last name).
- Your **Birth Date** must be entered in **mm/dd/yyyy** format (ex: 02/25/1998, **including** the slashes “/”).



Enter Validation Credentials

I am accessing...

My Employee Information ?

Validation Key: smit1234

Birth Date: 01/01/1980

Supervisor or Third Party Information

Validation Key:

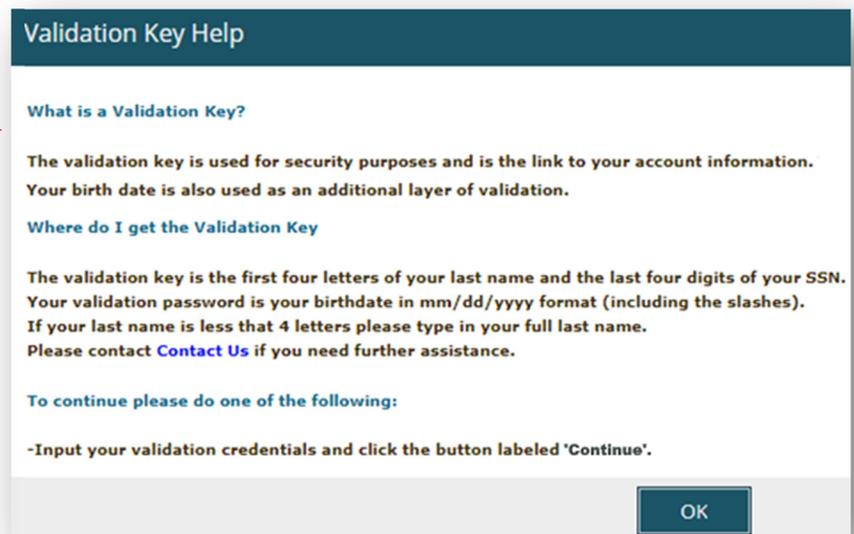
Validation Password:

Promotional or Complimentary Access

Company Name:

Promotional Code:

Continue Skip



Validation Key Help

What is a Validation Key?

The validation key is used for security purposes and is the link to your account information. Your birth date is also used as an additional layer of validation.

Where do I get the Validation Key

The validation key is the first four letters of your last name and the last four digits of your SSN. Your validation password is your birthdate in mm/dd/yyyy format (including the slashes). If your last name is less than 4 letters please type in your full last name. Please contact [Contact Us](#) if you need further assistance.

To continue please do one of the following:

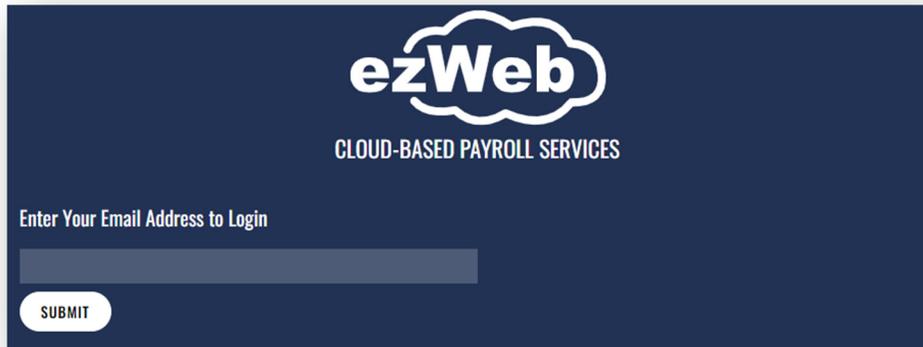
-Input your validation credentials and click the button labeled 'Continue'.

OK

If you have any questions, please click ‘Contact Us’ or use the ‘Get Support’ feature on the ezWeb Login page at <https://www.myspli.com/ezweb.php>.

Forgot your ezWeb password?

Enter your email address on the login page and click Submit or press Enter



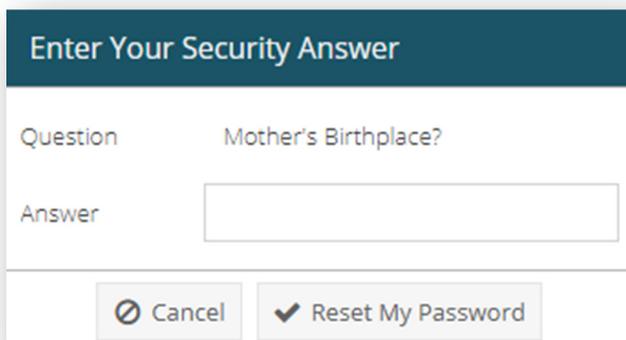
The image shows the ezWeb login page. At the top, the ezWeb logo is displayed in white on a dark blue background, with the tagline "CLOUD-BASED PAYROLL SERVICES" below it. Underneath, the text "Enter Your Email Address to Login" is followed by a text input field. A white "SUBMIT" button is located at the bottom left of the form area.

Click on **I forgot my password!**

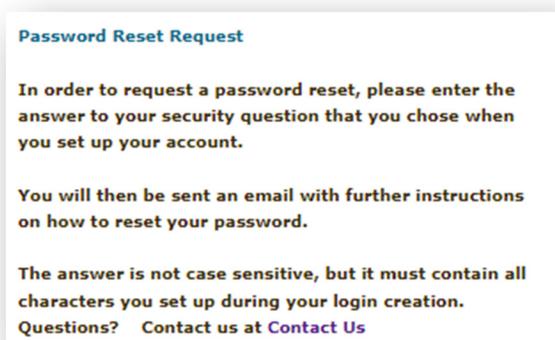


The image shows the "Enter Your Password" page. It features a dark teal header with the text "Enter Your Password". Below the header is a square image of an Egyptian sphinx, with the word "Egypt" centered underneath it. A "Password" label is positioned to the left of a text input field. At the bottom of the page is a button labeled "I forgot my password!".

Answer your security question and enter the Verification code then click Send Request for Reset.



The image shows the "Enter Your Security Answer" page. It has a dark teal header with the text "Enter Your Security Answer". Below the header, the "Question" is "Mother's Birthplace?". The "Answer" field is a text input box. At the bottom, there are two buttons: "Cancel" with a circular icon and "Reset My Password" with a checkmark icon.



The image shows the "Password Reset Request" page. It has a white background with a blue header "Password Reset Request". The main text reads: "In order to request a password reset, please enter the answer to your security question that you chose when you set up your account." Below this, it says: "You will then be sent an email with further instructions on how to reset your password." At the bottom, it states: "The answer is not case sensitive, but it must contain all characters you set up during your login creation. Questions? Contact us at [Contact Us](#)".

Make sure to check your **"Spam/Junk"** folder if you are unable to find the email in your inbox.

If you have any further issues, please click 'Contact Us' or use the 'Get Support' feature on the ezWeb Login page at <https://www.myspli.com/ezweb.php>.