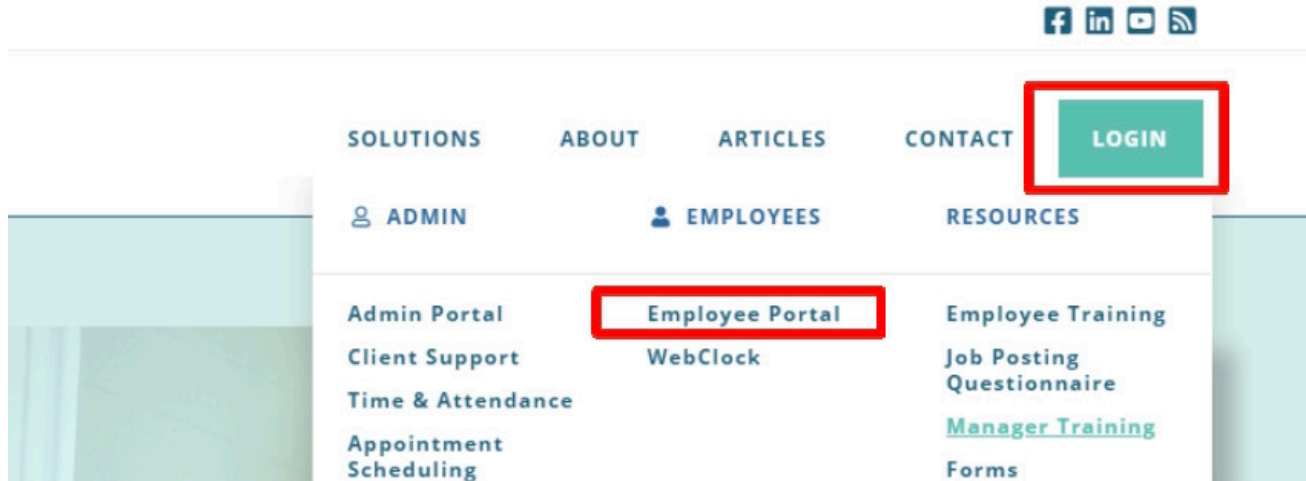


Employee Self Service: Employee Handbook Access

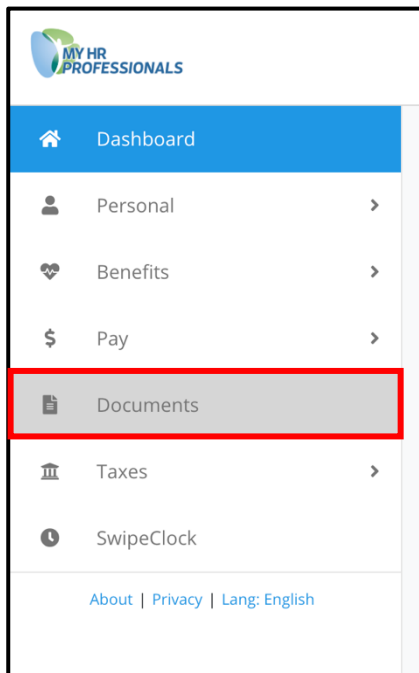
1. Go to www.myHRprofessionals.com
2. Click on “**Login**” and select “**Employee Portal.**”
3. Enter the Username and Password you created.

A screenshot of the My HR Professionals login page. The page features the company logo at the top left. Below the logo are two input fields for Username and Password. A notice is displayed below the password field, stating: "NOTICE: Our system recently rolled out a global security update, resetting devices used to access employee portals. If you receive a message that contact information is missing, please contact My HR Pros at 800-940-8706 for assistance." At the bottom of the form, there is a blue "Log In" button and a "Register" link. There are also links for "Forgot Username?" and "Forgot Password?". A language selector at the bottom right shows "English" with a dropdown arrow.

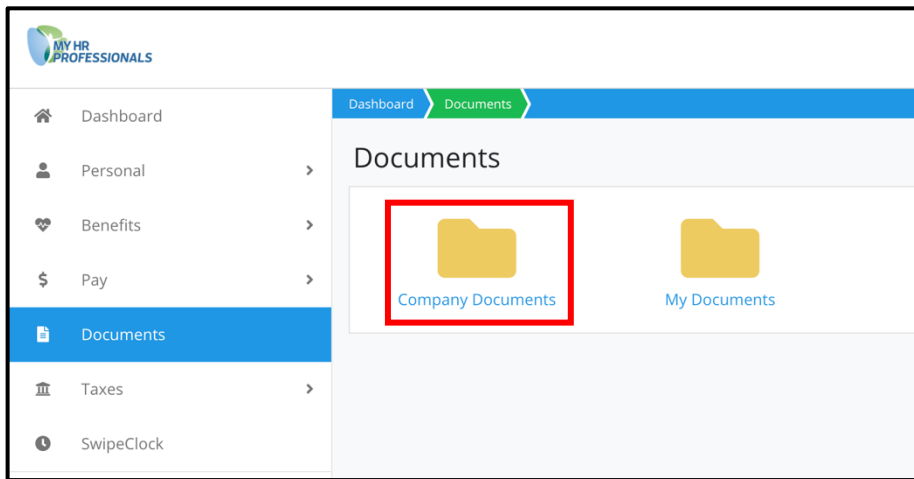
3. Enter the Username and Password you created.

If you are a new user, please request the self-service directions so you can register as a user.

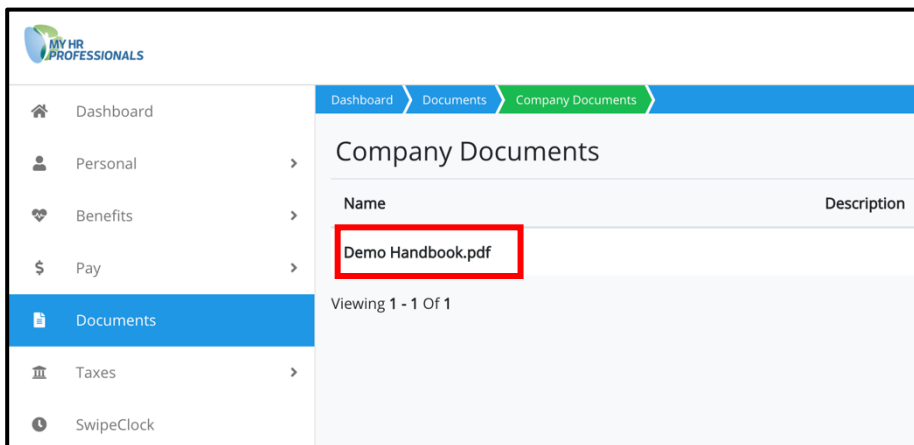
4. Click the blue “Log In” button and now you are successfully logged in for Employee Self Service (ESS)!



5. On the left-hand side of the screen, select **“Documents”**



6. Select the **“Company Documents”** folder



7. Click handbook PDF file to download