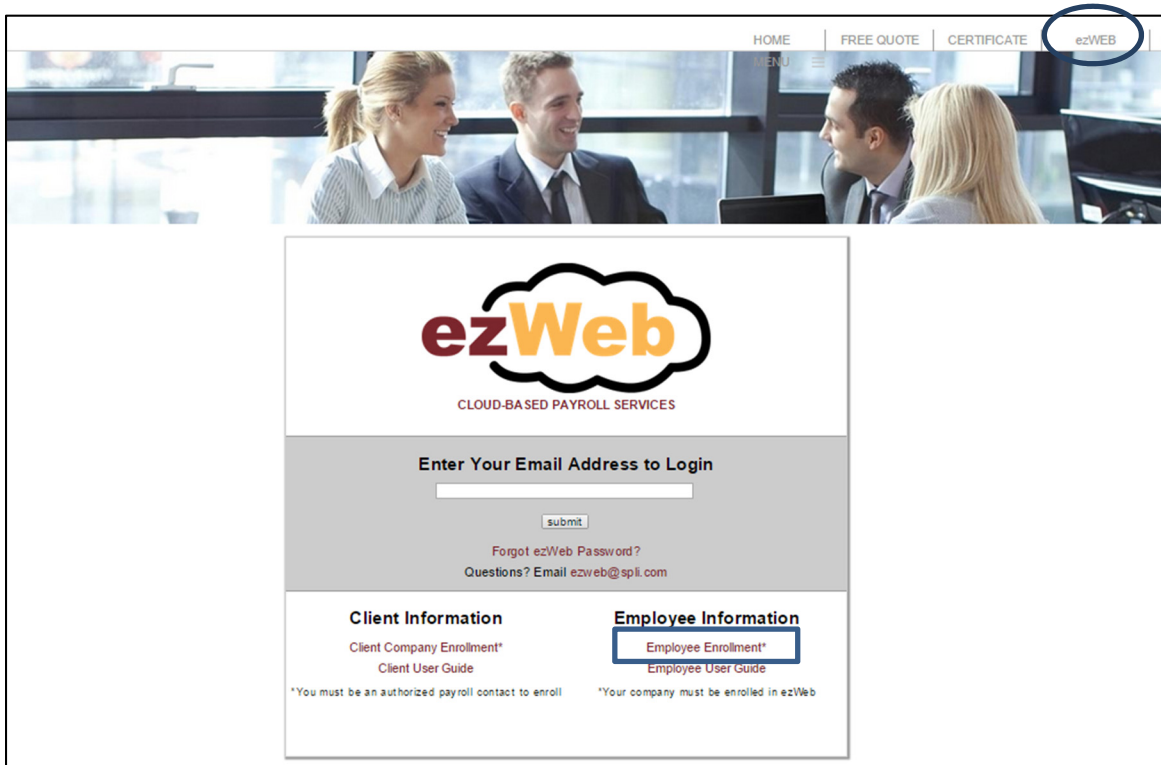
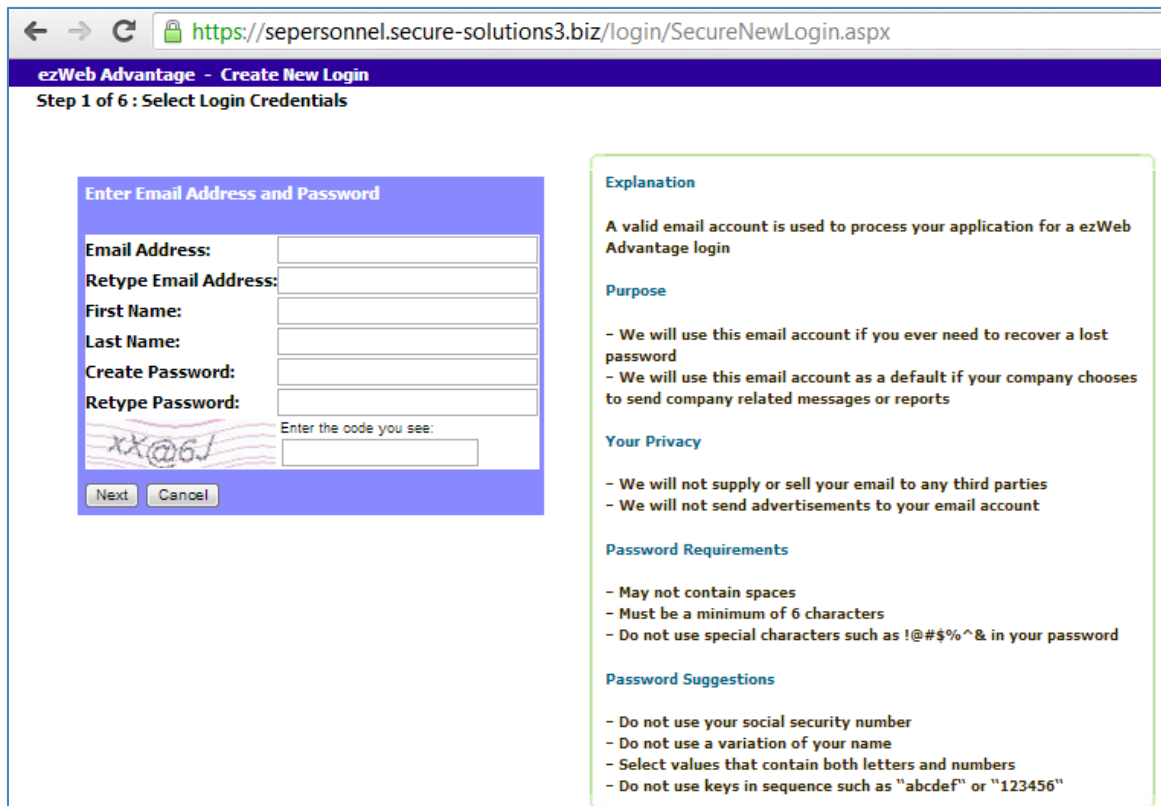


# ezWeb Registration Guide for Employees

Step 1: Go to <http://spli.com/> and click ezWEB then select [Employee Enrollment](#).



Step 2: Enter login credentials



Step 3: An email will be generated and sent to the address you entered in Step 2. **Make sure to check your "Junk" folder if you are unable to find the email in your inbox.**

**ezWeb Advantage - Create New Login**

**Step 2 of 7 : Email Account Validation Sent**

An email has been sent to your email address here and should arrive in your inbox within the next 15 minutes. You must use this email to complete the login process.

**Please follow these steps:**

- 1 - Login to the email account you just entered and search for the "ezWeb Advantage Account Registration" email.
- 2 - Click the link within the email to activate your email address and continue the registration process.
- 3 - Once you receive your email, you may close this browser window.

**Problems finding the email?**

If you are unable to find the email in your inbox please try the following:

- 1 - Wait 15 minutes and look for the email again.
- 2 - Check your "Junk" folder, as settings in your email account may have filtered the email from your inbox.
- 3 - Verify you are logged into the same email account as the one you supplied earlier:  
your email address here
- 4 - If you have not received your validation email and you have tried all the suggestions above, please email support at [paul.clark@southeastpersonnel.com](mailto:paul.clark@southeastpersonnel.com).

Step 4: Once the email is received, click on the link provided in the email.

Delete Spam Move To Actions

registration@payplus.c | Add to Contacts  
Today, Tuesday, Jan 29 10:46 AM | Show Details | View source

**ezWeb Advantage Account Registration**

Thank you for registering. You must confirm your e-mail address within 24 hours in order to activate your ezWeb Advantage account.

To confirm your account registration, simply click on the following link:  
<https://sepersonnel.secure-solutions3.biz/login/secureEmailValidator.aspx?ReqKey=BPM6KNEV4PL4Q5DKLAVRAN469SC5LB>

Please Note: It is important that you confirm your ezWeb Advantage registration. If you do not do so, your registration with ezWeb Advantage will not be activated.

If you experience problems with the provided link, simply copy the listed link and paste it into the address field in your browser.

Do not reply to this message, as no recipient has been designated. Replying to this message will not confirm your registration.

Welcome on board!  
The Team at ezWeb Advantage

Step 5: Enter the password that you created in Step 2.

**ezWeb Advantage - Create New Login**

**Step 3 of 7 : Email Account Validation Processing**

**Enter Password**

Password:

Next

**Welcome back!**

Your email account registration is almost done.  
Please enter your password to complete the process.

Step 6: Your email address is now registered, but you **MUST** click Next to continue and validate your account.

ezWeb Advantage - Create New Login

Step 3 of 7 : Email Account Validation Processing

Your registration of email account your email address here was successful.

Please click "Next" to continue the login process.

Next

Step 7: Choose a security picture and a label and then click Next.

ezWeb Advantage - Create New Login

Step 5 of 7 : Security Settings

Choose a Security Picture and Label

Security Picture:



Picture: 3 of 218

Security Label:

Next

**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, email us at [paul.clark@southeastpersonnel.com](mailto:paul.clark@southeastpersonnel.com).

Step 8: Choose a security question and answer.

ezWeb Advantage - Create New Login

Step 6 of 7 : Security Question

Choose a Security Question and Answer

Question: Mother's Birthplace?

Answer:

Next

**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.

Step 9: Choose “My Employee Information Only” and then enter your Validation Key and Birth Date.

The Validation Key is the first four letters of your last name and the last four digits of your SSN.

Make sure your Birth Date is entered in mm/dd/yyyy format (ex: 02/25/1998).

The screenshot shows a web form titled "ezWeb Advantage - Create New Login" with the sub-header "Step 7 of 7 : Validation Credentials". On the left, under "I am accessing:", there are two radio buttons: "My Employee Information Only" (which is selected) and "Supervisor or Third Party Information". Below this is a section titled "Enter Validation Credentials" containing two input fields: "Validation Key:" and "Birth Date:". The "Birth Date:" field contains the text "01/29/2013". At the bottom of this section are "Accept" and "Skip" buttons. On the right side of the form, there is a text box with the following content: "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. If your last name is less than 4 letters please type in your full last name. Please contact [paul.clark@southeastpersonnel.com](mailto:paul.clark@southeastpersonnel.com) or call 727-938-5562 if you need further assistance. To continue please do one of the following: -Input your validation credentials and click the button labeled "Accept." -Click the button labeled "Skip" to enter these credentials at a later time.

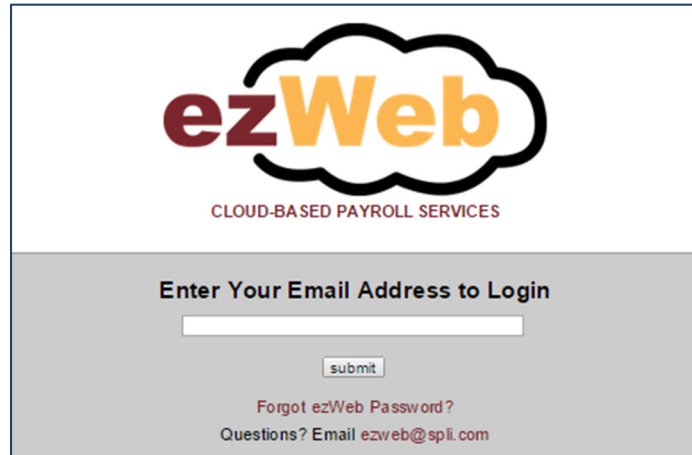
Your account is now ready to use.

The screenshot shows a web page titled "ezWeb Advantage - Create New Login" with the sub-header "Login Creation Successful". In the center, there is a text box with the following content: "ezWeb Advantage Login Created The creation of your ezWeb Advantage login has been successful. You may now log into ezWeb Advantage using your created login from any location." At the bottom of this text box are two buttons: "Login" and "Return to Main Page".

If you have any questions, please email us at [ezweb@spli.com](mailto:ezweb@spli.com).

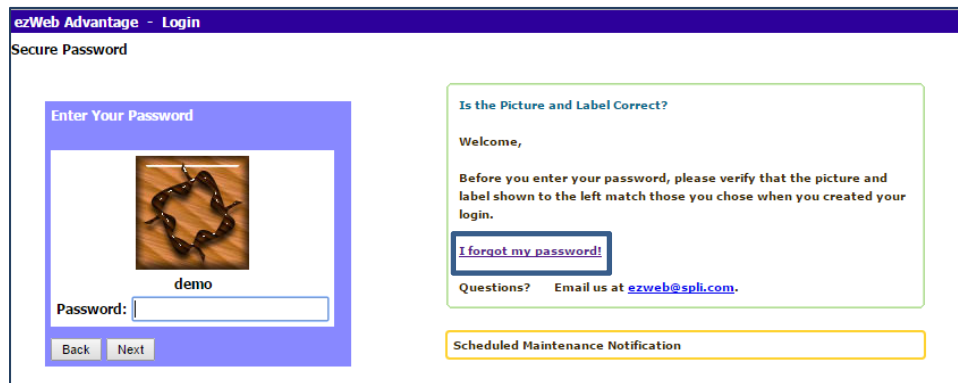
## Forgot your ezWeb password?

Type in your email address on the login page and click Next or press Enter



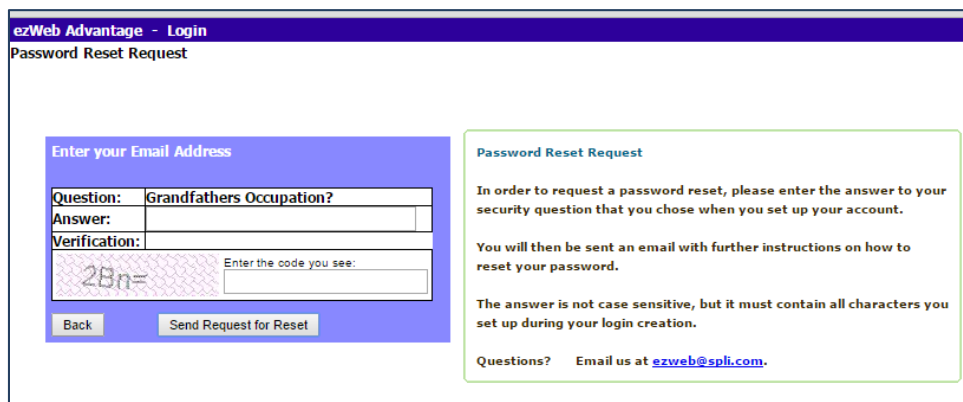
The image shows the ezWeb login page. At the top is the ezWeb logo, which consists of the text 'ezWeb' in a stylized font inside a cloud shape, with 'CLOUD-BASED PAYROLL SERVICES' written below it. Below the logo is a grey box with the text 'Enter Your Email Address to Login' and a white input field. A 'submit' button is located below the input field. At the bottom of the grey box, there are links for 'Forgot ezWeb Password?' and 'Questions? Email ezweb@spli.com'.

Click on [I forgot my password!](#)



The image shows the 'ezWeb Advantage - Login' page for a password reset request. The page has a blue header with the text 'ezWeb Advantage - Login' and 'Secure Password'. On the left, there is a box titled 'Enter Your Password' containing a security image of ants forming a circle, the word 'demo' below it, and a 'Password:' input field. Below this box are 'Back' and 'Next' buttons. On the right, there is a green-bordered box titled 'Is the Picture and Label Correct?' with a 'Welcome,' message and instructions to verify the security image. A blue-bordered button labeled 'I forgot my password!' is highlighted. Below this is a link to 'Email us at ezweb@spli.com'. At the bottom, there is a yellow-bordered box for 'Scheduled Maintenance Notification'.

Answer your security question and enter the Verification code then click Send Request for Reset. If you have forgotten your security answer, please send an email with your full name, company name, and the email address registered with ezWeb to [ezweb@spli.com](mailto:ezweb@spli.com).



The image shows the 'ezWeb Advantage - Login' page for a password reset request. The page has a blue header with the text 'ezWeb Advantage - Login' and 'Password Reset Request'. On the left, there is a box titled 'Enter your Email Address' containing a table with 'Question: Grandfathers Occupation?', 'Answer:' and 'Verification:' fields. Below the table is a CAPTCHA image showing '2Bn=' and an 'Enter the code you see:' input field. Below this box are 'Back' and 'Send Request for Reset' buttons. On the right, there is a green-bordered box titled 'Password Reset Request' with instructions on how to request a password reset. A link to 'Email us at ezweb@spli.com' is provided at the bottom.

You will then be sent an email with further instruction on how to reset your password.

If you have any questions, please email us at [ezweb@spli.com](mailto:ezweb@spli.com).