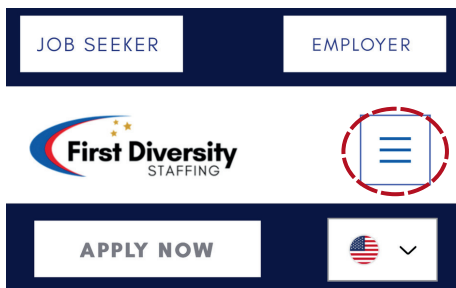


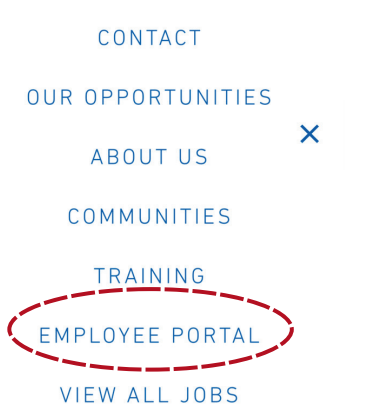
# Kijan pou w gen aksè ak paystub ou sou telefon ou

**Etap 1:** Ouvè entènèt sou telefòn ou epi monte sou sit sa <https://www.firstdiversity.com/>.

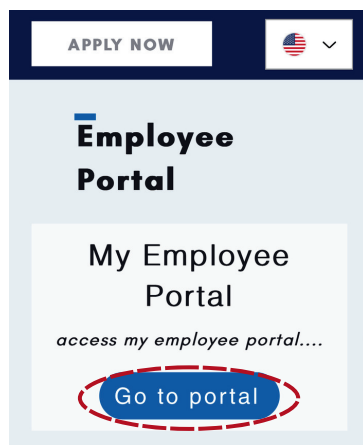
**Etap 2:** Lew finn monte sou sit la, chèche epi klike sou on ti kare ki gen twa ti ba ki nan kwen adwat



**Etap 3:** On lòt ekran monte, epi klike sou "Employee PORTAL" pouw ale sou on lot paj



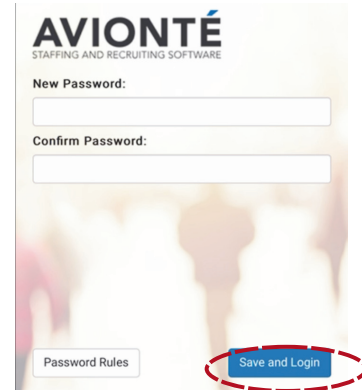
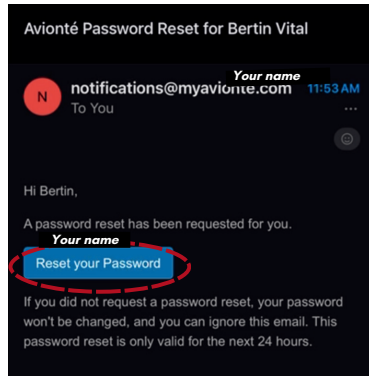
**Etap 4:** Anba, nan mitan paj sa ki ouvri a kounya, wap jwenn on bouton ki make "GO TO PORTAL". Klike sou li, li ap voye sou on lòt paj ankò ki ekri Avionte



**Etap 5:** Tape "Username" oubyen "email" ou ak "Password" epi peze login pou kontinye

\*\* Si ou resevwa on imèl ki mande w pou reset modpas ou, swiv etap sa yo

- Ale sou imèl ou epi klike sou imèl ki ekri "Avionte Password Reset for 'Your Name'".
- Lè ou finn klike sou imèl la, klike sou bouton ble ki di "Reset your password." la



- Apre ou finn reset modpas la, on lot paj ki rele avionte ap parèt
- Lè sa wap ka kreye pwòp password paw epi konfime l. Apresa klike sou "Save and login."

**Etap 6:** Lèw finn fè tout sa, wap vinn gen aksè ak enfomasyon ou yo. Chache 3 ti ba anlè sou bò goch ekran an epi klike sou li.



Assigned Tasks

No Assigned Tasks.

**Etap 7:** Li pral baw aksè ak on seri opsyon tankou Dashboard," "Profile," "Timesheets," and "Pay History." klike sou mo "Pay History."

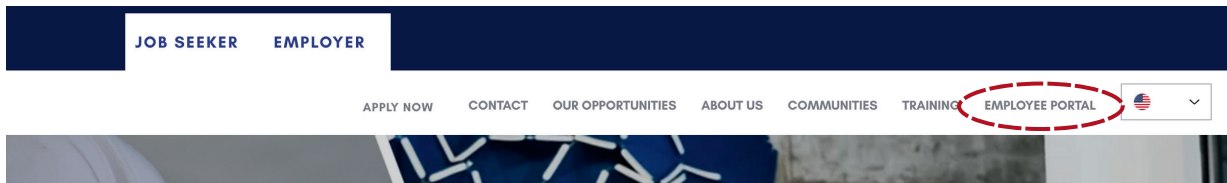
**Etap 8:** Apresa, wap ka wè ansyen ak nouvo paycheks ou. Klike sou semenn ou bezwenn an

**Etap 9:** PAYSTUB ou chwazi an ap parèt

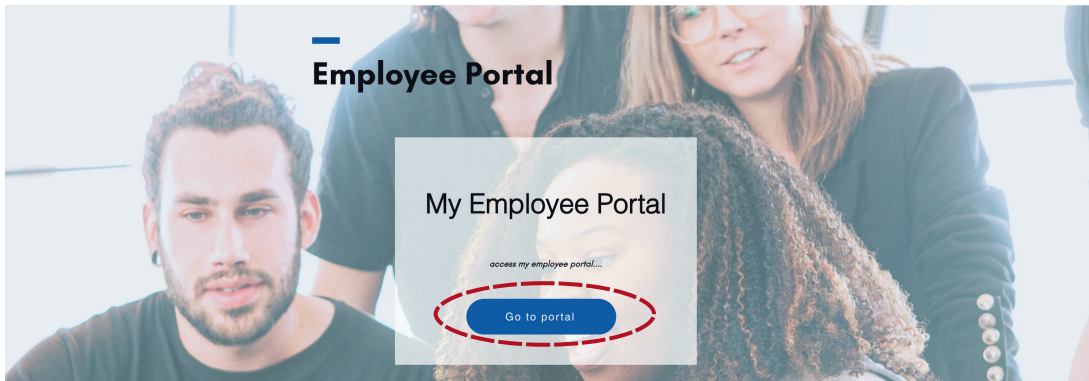
# Kijan pou w gen aksè ak paystub ou sou òdinatè w

**Etap 1:** Ouvè entènèt sou òdinatèw epi monte sou sit sa <https://www.firstdiversity.com/>.

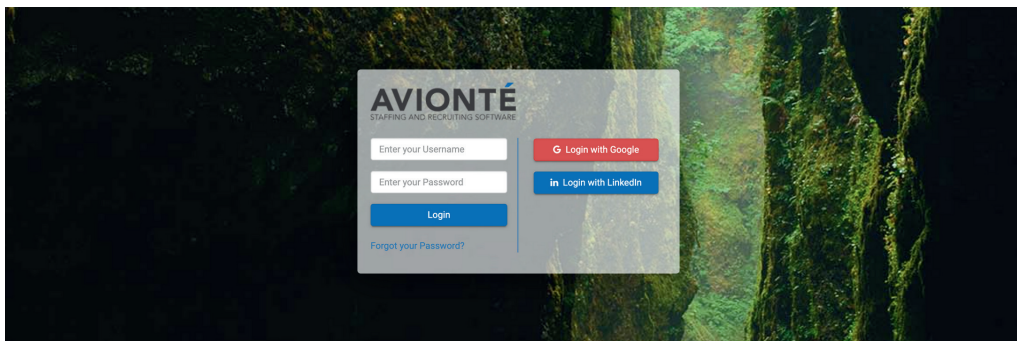
**Etap 2:** Nan paj prensipal la, jwenn ba meni an sou tèt ekran an ak opsyon tankou, "Apply now," "Contact," "Our Opportunities," "About Us," "Communities," "Training," "Klike sou "EMPLOYEE PORTAL."



**Etap 3** Leuw finn klike, yon paj pral louvri ki pral mennen w sou Employee portal la. Nan mitan paj la, wa jwenn on bouton ki make "Go to my portal." Klike sou li pou ale sou on lot paj.

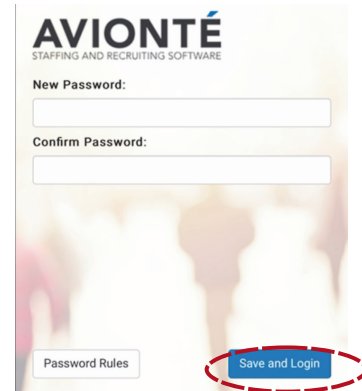
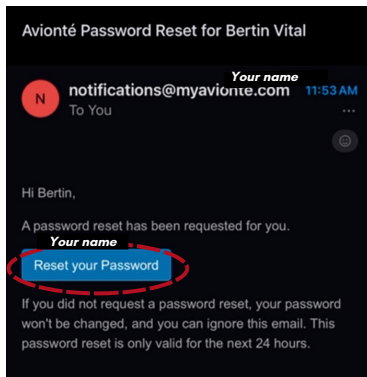


**Etap 4:** Lè sou lot paj la, Rantre username ou, Ak Password ou epi klike sou Login



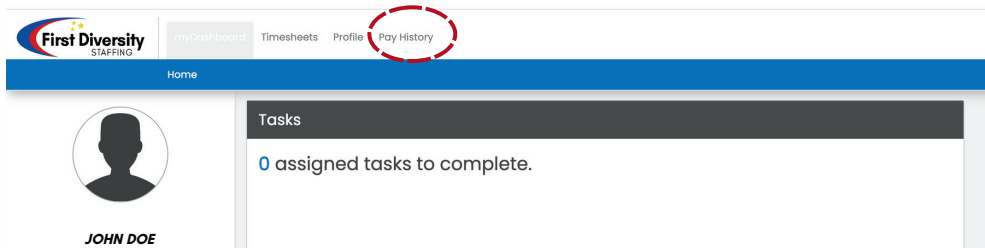
\*\* Si ou resevwa on imèl ki mande w pou reset modpas ou, swiv etap sa yo

- Ale sou imèl ou epi klike sou imèl ki ekri "Avionte Password Reset for 'Your Name'".
- Lè ou finn klike sou imèl la, klike sou bouton ble ki di "Reset your password." la



- Apre ou finn reset modpas la, on lot paj ki rele avionte ap parèt
- Lè sa wap ka kreye pwòp password paw epi konfime l. Apresa klike sou "Save and login."

**Etap 5:** On lot paj ap ouvri. Anlè a goch, ap make "Dashboard," "Timesheets," "Profile," and "Pay History.. Klike sou "Pay History."



**Etap 6:** Apresa, wap ka wè ansyen ak nouvo paycheks ou. Klike sou semenn ou bezwenn an

Check #	Check Date	Gross	Taxes	Deductions	Net Amount	Direct Deposit
10000000	Nov 2, 2023	\$1,300.65	\$500	\$0.00	\$1,000.65	<input checked="" type="checkbox"/>
10000000	Oct 26, 2023	\$1,300.65	\$500	\$0.00	\$1,000.65	<input checked="" type="checkbox"/>
10000000	Oct 18, 2023	\$1,300.65	\$500	\$0.00	\$1,000.65	<input checked="" type="checkbox"/>
10000000	Oct 12, 2023	\$1,300.65	\$500	\$0.00	\$1,000.65	<input checked="" type="checkbox"/>

**Etap 7:** PAYSTUB ou chwazi an ap parèt