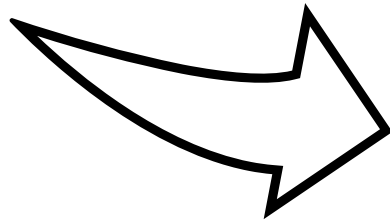


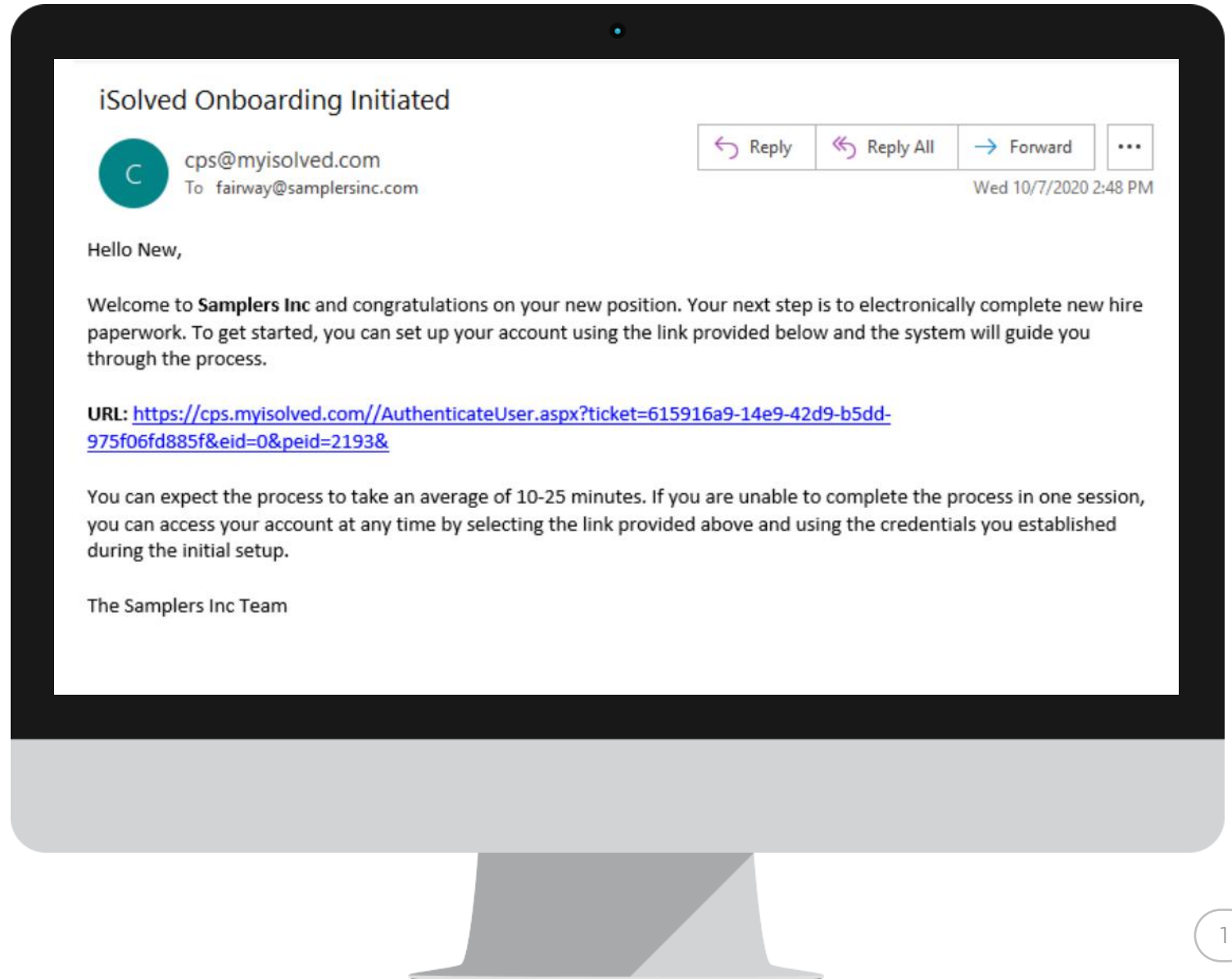
## Initial Email from Samplers Inc.'s Payroll Company

Item  
1

You will receive an email from our payroll company to the e-mail address you used to sign up with Samplers Inc. Click on the link in the email to begin the hiring process. This is what the email will look like.



**NOTE: it's easiest to complete the new hire documents at a computer or laptop.**



## Creating Login for iSolved Payroll System

Item  
2

The iSolved link will open in your web browser. The first screen will allow you to set a password for the system. The default username is your full email address. Once you fill out the required fields, click **Continue**.

**Note:** you cannot change any of the fields in gray. Please be sure to set a password you can remember. Samplers Inc. does not have access to passwords

The screenshot shows the 'New User Account Setup' page for iSolved HCM. The page header includes the iSolved logo and 'HCM Delivered by Complete Payroll Solutions'. Below the header, there is a sub-header 'New User Account Setup' and a note: 'To activate your new account please enter the following information into the fields below and click the Continue button.' The form is divided into three sections: 'Account Information', 'Setup Account Password', and 'Contact Information'. In the 'Account Information' section, the 'User Name' field is pre-filled with 'fairway@samplersinc.com' and is highlighted in gray. Other fields like 'Client Code', 'Company Name', and 'Employee Name' are also highlighted in gray. The 'Setup Account Password' section contains several fields: '\* New Password', '\* Confirm New Password', '\* Challenge Question', '\* Challenge Answer', and '\* Confirm Answer'. The 'Challenge Question' field is a dropdown menu. Below the password fields, there is a detailed instruction: 'Choose a password for your new account. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire.' The 'Contact Information' section has a 'Mobile Phone' field. At the bottom right, there are 'Continue' and 'Cancel' buttons.

## Accepting Terms & Conditions and Electronic Signature

Item  
3

You will then be directed to the Terms and Conditions page. Please review and click **I Accept** to proceed.

Item  
4

Next, you'll be directed to the onboarding documents. You will receive a popup regarding electronic signatures. Please review and then click **I Accept** to be able to electronically sign the new hire documents.

### Terms and Conditions of Use

**Terms and Conditions of Use**  
PLEASE CAREFULLY READ THESE TERMS AND CONDITIONS OF USE AS THEY WILL GOVERN YOUR ACCESS TO AND USE OF THE ISOLVED® SAAS SERVICE AND THE SERVICES (AS THOSE TERMS ARE DEFINED BELOW).

This is a legal and binding contract between Employee (sometimes referred to as "you") and iSolved Holdings, Inc. (referred to as "iSolved Holdings"). This Agreement does not modify any agreement between your employer and any third party, including but not limited to iSolved Holdings or any of its subsidiaries or certified partner network providers. By accessing or using the iSolved® SaaS Service or the Services, you agree to be bound by these Terms and Conditions of Use. If you do not agree with these Terms and Conditions of Use, or are legally unable to agree to them, then you may not use the SaaS Service or the Services.

**1. Definitions.** The following definitions will apply throughout this Agreement:

- a. "Agreement" means these Terms and Conditions of Use.
- b. "Documentation" means user manuals and online help created by iSolved Holdings in either printed or electronic format that relate to the SaaS Service.
- c. "Employee Data" has the meaning set forth in the Privacy Policy.
- d. "Employer" means the person or entity employing you or that otherwise has provided you access to the Services.
- e. "SaaS Service" means the hosted, cloud-based, software as a service (SaaS) human capital management platform currently referred to as iSolved® and any additional products or services offered by iSolved Holdings or any of its affiliates in connection therewith and any website or mobile application at or by which you may access the SaaS Service, and any successor platform, website or mobile application thereto, including all Software and Documentation.
- f. Privacy Policy means the iSolved® Privacy Policy, as updated from time to time, which is posted at

**I Accept** **I Decline**

iSolved HCM Complete Payroll Solutions

New Employee -

### Onboarding Wizard

Next

Welcome

Name and Address  
Personal and Contact Information  
EEO Self-Identification  
Form I-9 Certification  
Tax Information  
Employee Contacts  
Direct Deposit  
Supporting Documents  
Confirmation Statement

### Welcome, New Employee

**Onboarding Welcome Message**

Hello,

We would like to hire you as an employee of Samplers, Inc!

Please complete the new hire documents ASAP. We will need them to get you set up.

Please Note: You will need to upload documents to verify you may can easily be uploaded into the form.

Included in the attached packet are your Offer Letter, Request for Information, and New Hire Documents.

- Rhode Island Right to Know Law
- Prevailing Wage Working on State or Municipal Related Contract
- Minimum Wage
- At-Will Labor Laws
- Rhode Island Unemployment Insurance and Temporary Disability Compensation Act
- Discrimination is Illegal
- Notice of Right to Be Free from Discrimination Because of Sexual Harassment
- It is illegal to Smoke in This Establishment

HR Department  
Samplers, Inc.  
401.723.4800

**Terms of Use and Consent to Electronic Communications and Electronic Signatures**

**1. Electronic Delivery of Communications and Use of Electronic Signatures**

By selecting the "I Accept" button, you are signifying your intent to sign this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement and any associated documents. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third-party

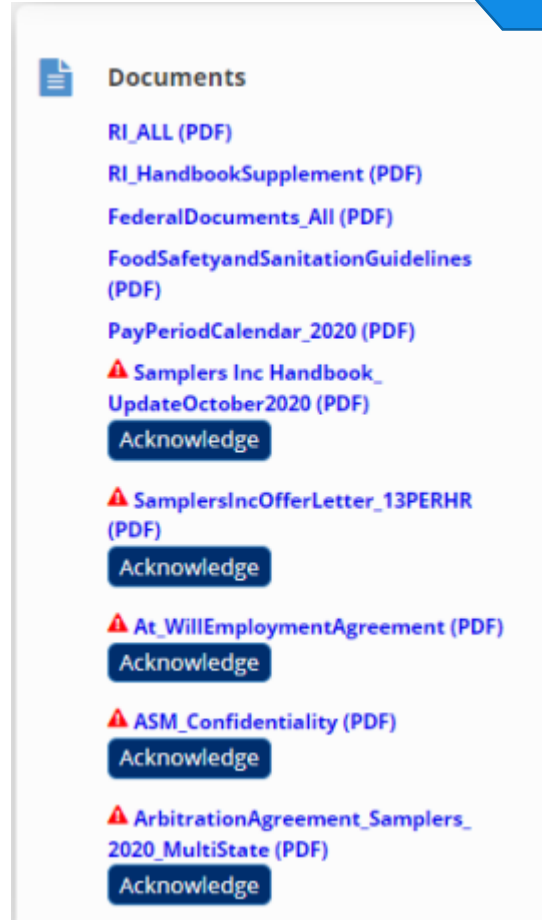
**I Accept** **I Decline**

## Important Documents & Samplers Inc. Handbook + Acknowledgements

### Item 5

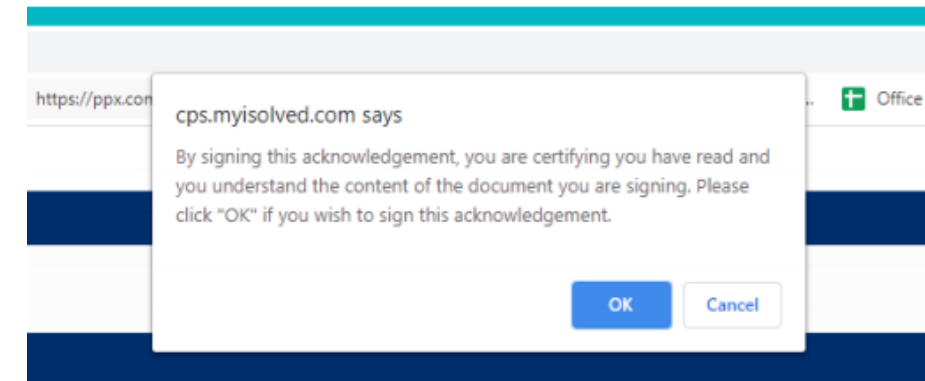
The display message will be relevant to the state you live in and will give notice of all the required items.

- Click on the document name to download the PDF.
- The documents with **red warning triangles** must be downloaded and read before you can acknowledge them.



### Item 6

When you click on **Acknowledge**, the below pop-up will be displayed. Clicking **OK** is your electronic signature on the document.

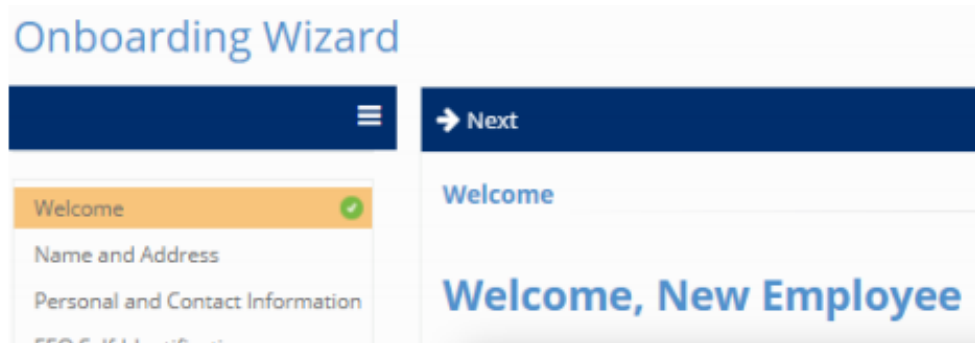


## Submitted All Required Acknowledgements

Item

7

Once all documents have been read and acknowledged, the **Next** button will turn white. Click **Next** to proceed.



## Complete Your Personal Information, Direct Deposit, Tax, and other Documents

### Item 8

The next sections will gather your information for hiring. This includes:

- Name and Address
- Contact Information
- EEO Identification
- Form I-9 Certification
  - Federal
  - State
- Emergency Contact Information
- Direct Deposit Data



If any sections are incomplete, you will be able to review them by clicking Confirmation Statement. If at any time you need to stop the process, you can log back in and finish where you left off by using the username and password you set up in Step 2.

You will also be asked to upload Supporting ID Documents (personal identification documents e.g. license, social security card, passport, etc.).

# You're Done!

Item 9

All sections must be completed for you to be hired. When complete, you will be this screen. Your information will be sent to Samplers HR to approve for hire. If HR has any questions, they will reach out to you directly via email. If you have questions about onboarding, please contact [hr@samplersinc.com](mailto:hr@samplersinc.com).

### Onboarding Wizard

← Previous

Your Onboarding Progress: Complete Print

Confirmation Statement

Confirmation Statement for New Employee

To make changes to your personal or tax information, contact HR. Thank you.

<b>EMPLOYEE DATA</b> Name: New Employee Address: 530 Smithfield Ave City: Pawtucket State: RI Zip Code: 02860	<b>OTHER EMPLOYEE DATA</b> SSN: 123-45-6789 Office Phone: Birth Date: 1/1/1985 Mobile Phone: 401-528-7590 Martial Status: Married Home Phone: SeF Service Email: fairway@samplersinc.com Fax Number: Personal Email: fairway@samplersinc.com Military Status:	<b>EEO AND VETERAN INFO</b> Gender: Female Protected vet: Ethnic Origin: White (Not Hispanic or Latino) None of the Above Disability: Recently Separated Vet Separation Date:
<b>I-9 INFO</b> I-9 Completed: Yes I-9 Completed Date: 10/7/2020 I-9 Citizenship:	<b>EMPLOYEE CONTACTS</b> Contact Person: Relationship: Address: Call Order: City: Emergency Contact: State: Dependent Beneficiary:	<b>TAX INFORMATION</b> <b>Federal Income Tax</b> → Filing Status: Married Filing Jointly Dependents Amount: \$4,000.00 Other Income Amount: \$0.00