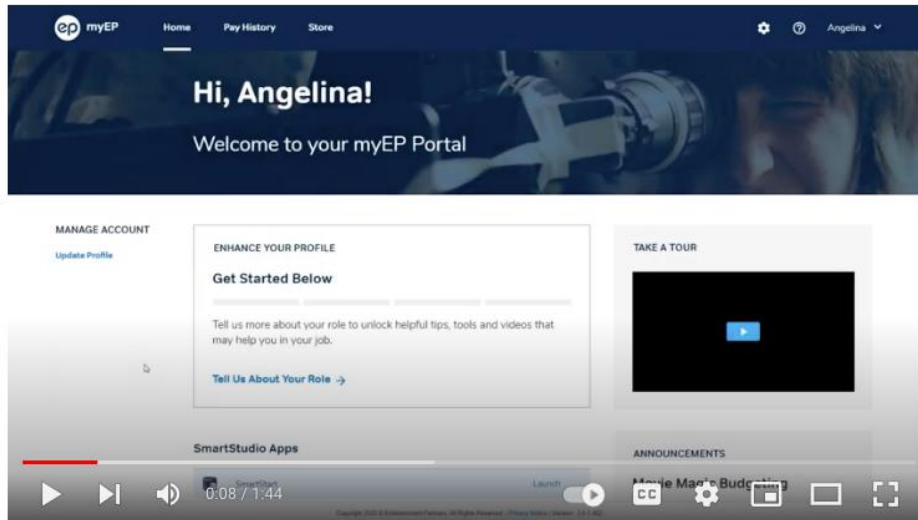


Quick Start Guide: Connect your Payroll Profile on My EP



myEP - Connecting Your Payroll Profile

Video instructions are also available here: <https://www.youtube.com/watch?v=Q-Nld1GbEK4>

Prerequisites to connect your profile:

1. You will need to have your social security number available.
2. You must have been paid by EP within the past 3 years.
3. You must enter check information from one of your last 25 EP issued checks.

Note: If you do not have a physical check available, you can go to your bank site to find the Net Amount from one of your EP checks and can use the Net Amount from this check to connect your payroll profile. You can also wait for your next EP check and return to connect your profile once you have check information available.

After creating an account, go to the Enhance Your Profile section and click Tell Us About Your Role, and after selecting your role, you select Connect Payroll Profile.

When you select Connect Payroll Profile, you will be prompted by a wizard. The first step will be to verify your Social Security Number.

Once your Social Security Number has been verified, you will be asked to verify information from your most recent check from an EP-paid show. You may enter one of three pieces of information: Take Home Amount (Net Amount), Check Number or Gross Amount.



Once complete, you will receive a confirmation that your profile has been connected.

You are now able access all of your pay data and also now have the ability to update your address(es) yourself as needed.