



TIME SENSITIVE MATERIAL

PLEASE SET UP WITHIN THE CURRENT BUSINESS WEEK

Dear *Employee*,

You can now access your pay statements online via PrimePay's Single Sign-on Portal.

To access your personal information, you must first activate your user account in the system by visiting the following web site:

<https://services1.primepay.com/3E/useraccess/2305176>

When you visit this site, you will need a Verification Key, which can be found on your most recent pay statement. This would be located in the top right hand corner of the electronic pay statement, or in the bottom left hand corner of a paper pay stub. This key is case-sensitive, and must be entered exactly as it appears on your paystub.

Please follow the instructions on the website to set up your user name and password, as well as the security questions to activate your account. When setting up your password, please keep in mind it must fit the following criteria:

- One uppercase
- One lowercase
- One number
- One special character

Once your account has been activated, you can login and view your paystubs at <https://services.primepay.com/Auth/login.aspx>

If you encounter any problems, please contact:
MRodriguez@totalentertainment.com

Thank you very much,