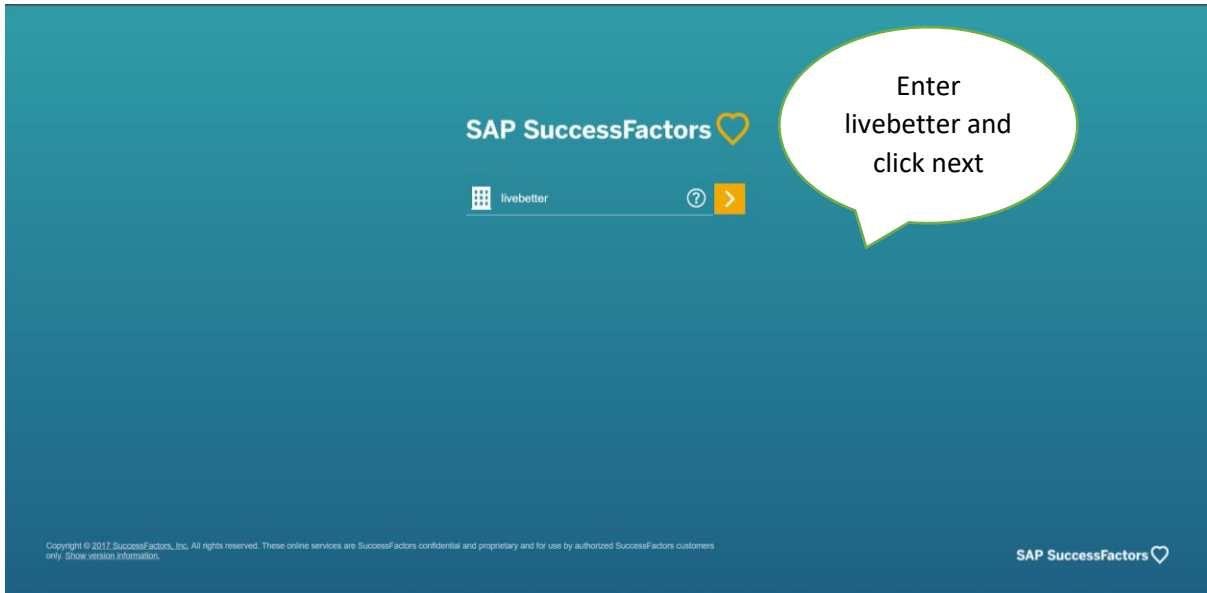


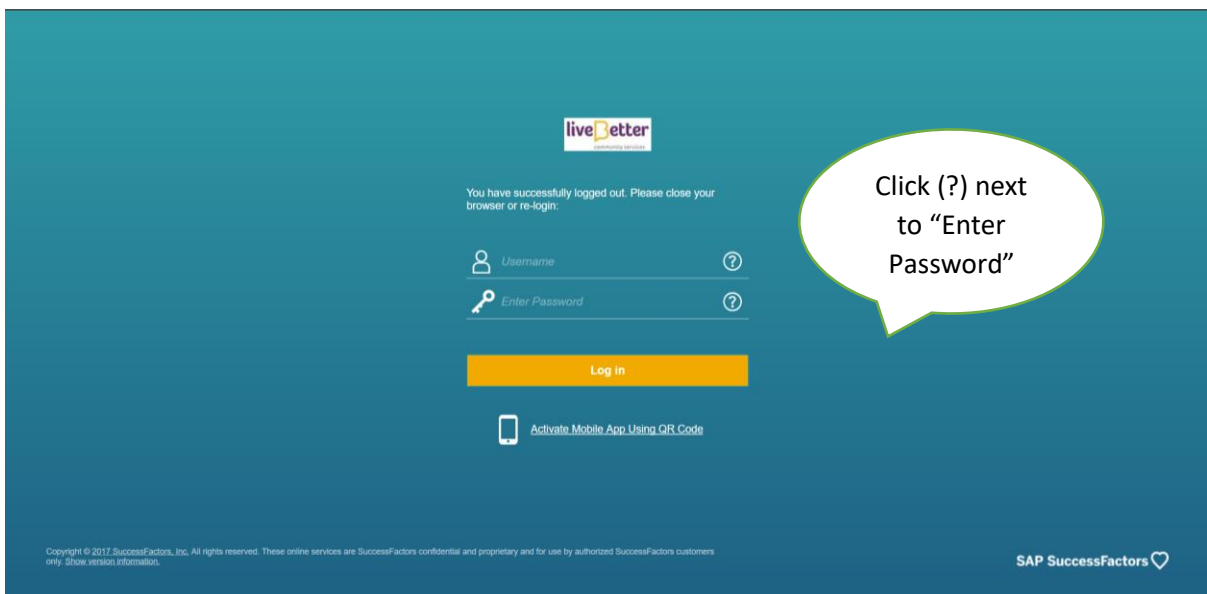
Guide to Accessing Your Payslip

STEP 1: Enter URL: <https://performancemanager10.successfactors.com/login>

STEP 2: Enter company instance as livebetter and click next



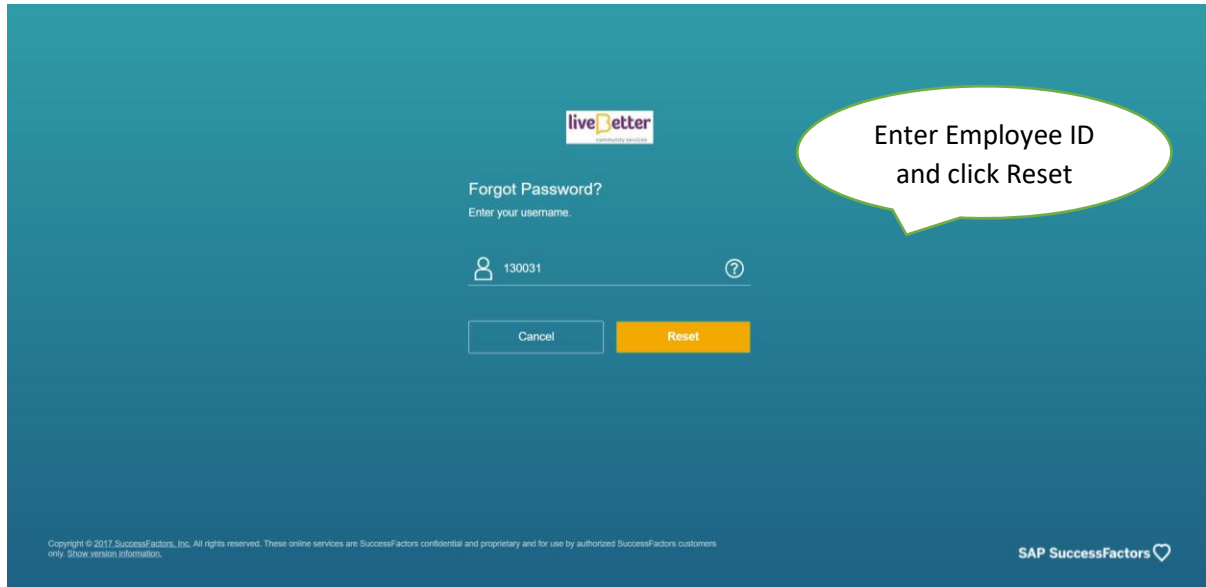
STEP 3: Next to "Enter Password" click (?) to reset your password.



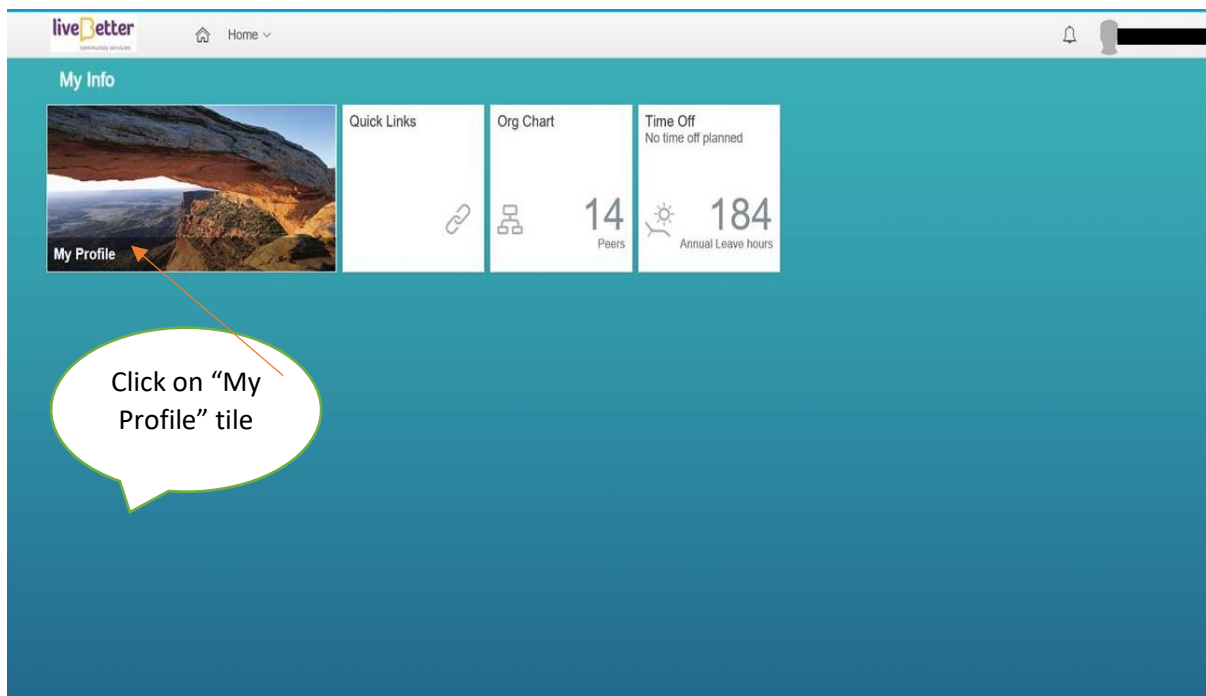
STEP 4: Enter your Employee ID Number (can be found on an old payslip) then click “Reset”.

You will be sent an email to reset your password.

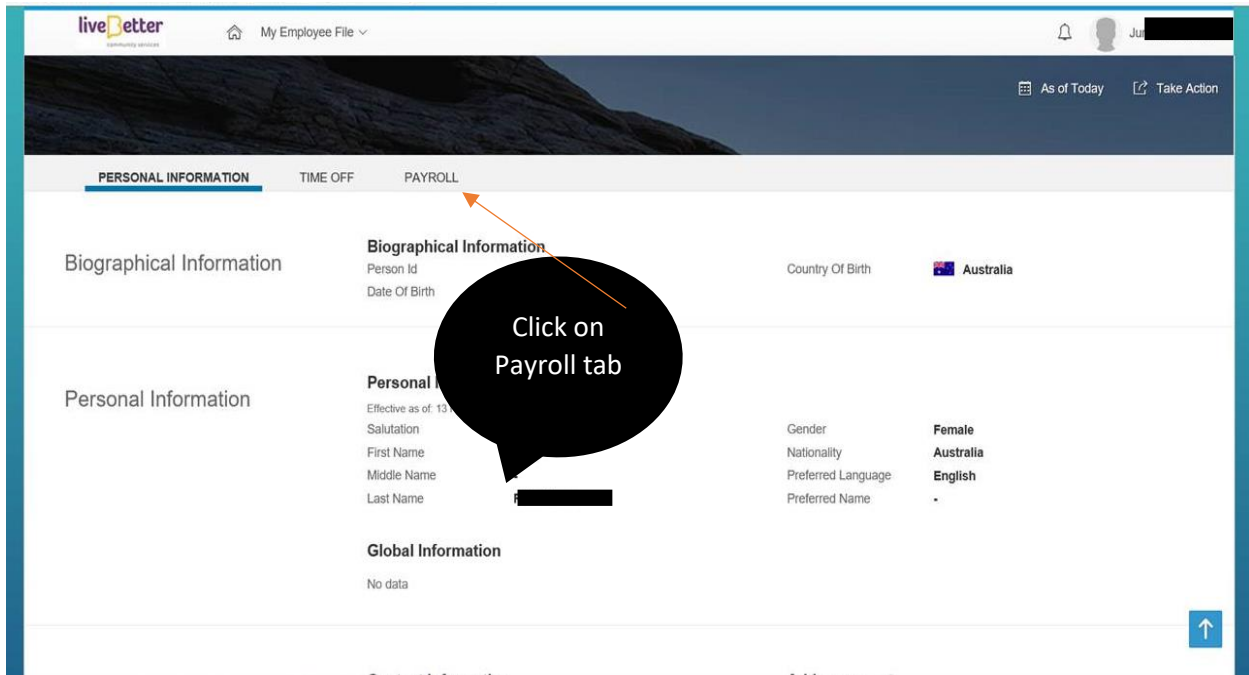
Once you have reset your password return to the login screen and enter your Username which is your Employee ID and your password.



STEP 5: Once you have logged in you will be directed to your home screen. Click on the tile “My Profile”. To be directed to your personal information.



STEP 6: Click the “Payroll” tab across from the “Personal Information” tab. You will be directed to the Payroll options.



STEP 7: In the Payroll section below “Earnings and Deductions” click “Pay Statement”. This will direct you to your payslip.

