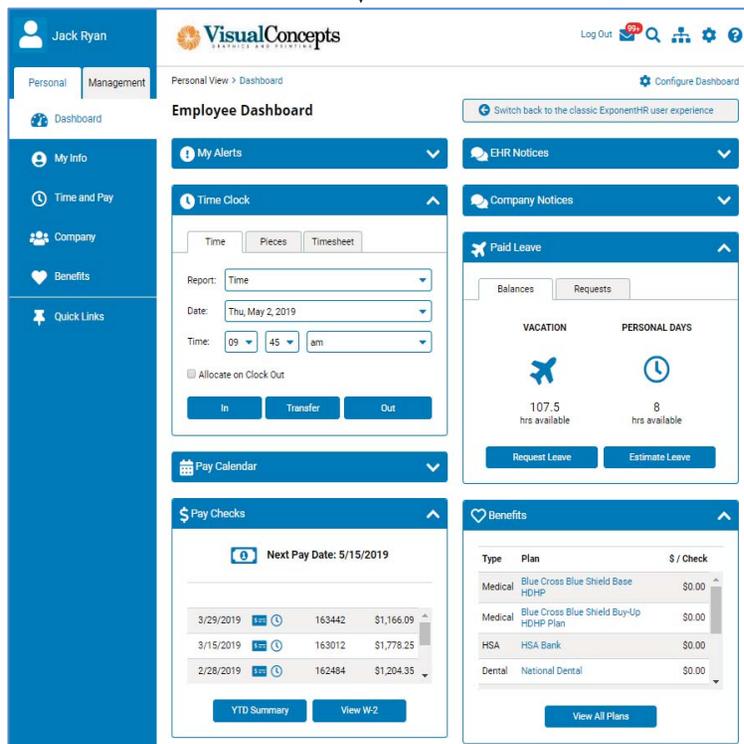


Welcome to the New User Experience

Simpler, Faster, Smarter! Welcome to the New User Experience; we are pleased to show you the changes we made to enhance your experience using ExponentHR. You, the user, get to elect when to try the new interface during our 60-day preview period, so let's get started!

Getting to the New User Experience

- To get to the New User Experience, login into ExponentHR and click on Try the Preview Now button in the announcement.



Changing the Menu Layout

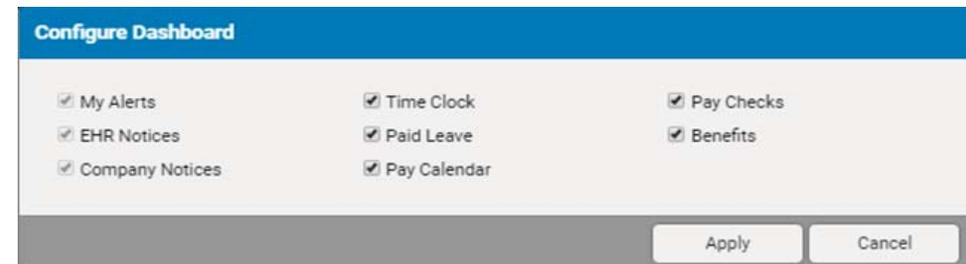
NAVIGATE: Configure Icon > Site Layout > Click Red X

- You can decide whether you want the Menu bar to be narrow, wide, or along the top. Simply click on the configuration icon and make your selection. When you are done, click the red X.

Configuring the Dashboard

NAVIGATE: Configure Dashboard in Right Hand Corner

- Click on the Configure Dashboard button **Configure Dashboard** to determine which widgets you would like on your Dashboard



- Uncheck the box next to the widget you want to remove.

Note: My Alerts, EHR Notices, Company Notices cannot be removed so we ensure you stay on task and in the know on all information from your Company and ExponentHR.

Menu Bar and Quick Links

NAVIGATE: Hover Over the Menu Item > Sub Menu will appear

- To access additional functionality, hover over the Menu Items (My Info, Time and Pay, Company, Benefits, and Quick Links) to explore more of the site.
- Quick Links can be used to have single click access to specific pages of the site. Click Edit Links in the submenu and pin anything you want to add to the list.

Note: You can also pin pages to the Quick Links using the Site Map icon in the top right-hand corner.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.