

HOW DO I LOGIN TO VIEW MY PAY INFORMATION?

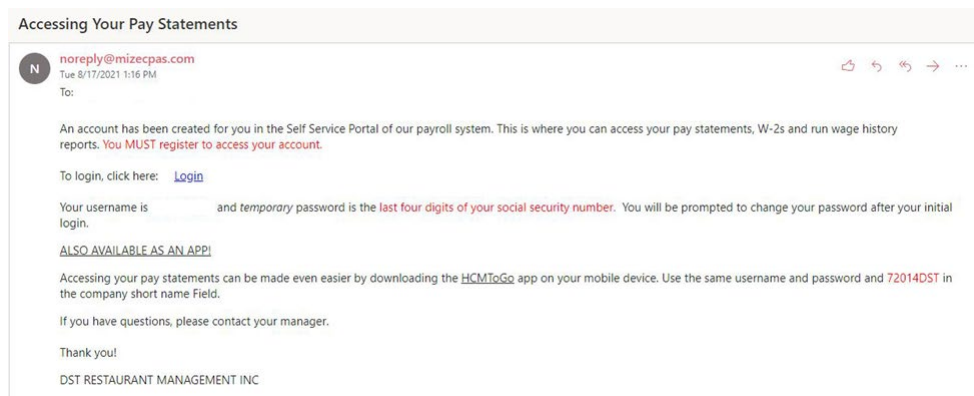
Step 1- Download the **HCMtoGo** app via the App Store or Google Play.



On the first screen, select North America and put in our company shortname: **72014DST**

This step only needs to be done once.

Step 2- Open the email from noreply@mizecpas.com with the subject line 'Accessing Your Pay Statements'. Note your username from the email and open the app.



Step 3- Put in your username from the email and *temporary* password, which is the last four digits of your social security number.

Step 4- You will be prompted to change your password. Your old password is the last four digits of your social security number.

Create a new password. The new password **MUST** be at least ten characters long, have at least one uppercase letter, one lowercase letter, a number, and a symbol.

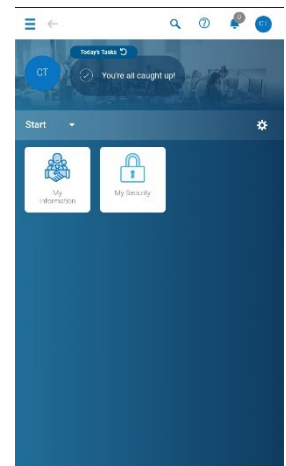
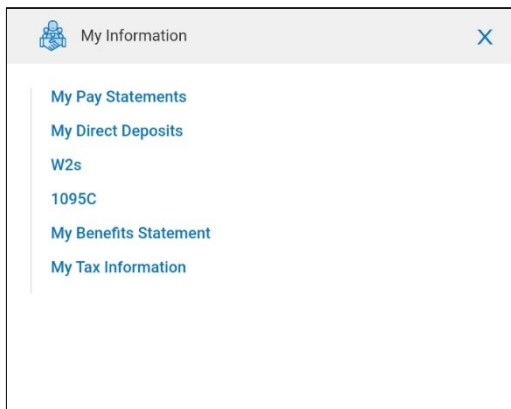
The screenshot shows the 'Change Password' form in the MIZE portal. It includes fields for 'Old Password', 'New Password', and 'Confirm New Password', each with a lock icon indicating password requirements. A blue 'CHANGE' button is at the bottom.

Step 5- Complete multi-factor authentication by choosing to receive a text message, voice call, or email. If the number or email address on file is not correct, stop and **contact our office at 801-392-4656 to update it.**

Enter the code in the box and check the box below to register your device.

The screenshot shows the 'Configure Virtual Code Settings' form. It prompts the user to select a method (Text Message, Voice, or Email) and provides an 'Info Message' about the process. A 'SEND TEXT MESSAGE' button is visible. Below, there is an 'Enter Code' field and a checkbox for device registration. A 'CONTINUE' button is at the bottom.

Step 6- It will then take you to your dashboard. Click on My Information to view your pay information. Note that your paystubs and W2's will be made available here.



¿CÓMO RECIBO MIS TALONES DE CHEQUES DE PAGO?

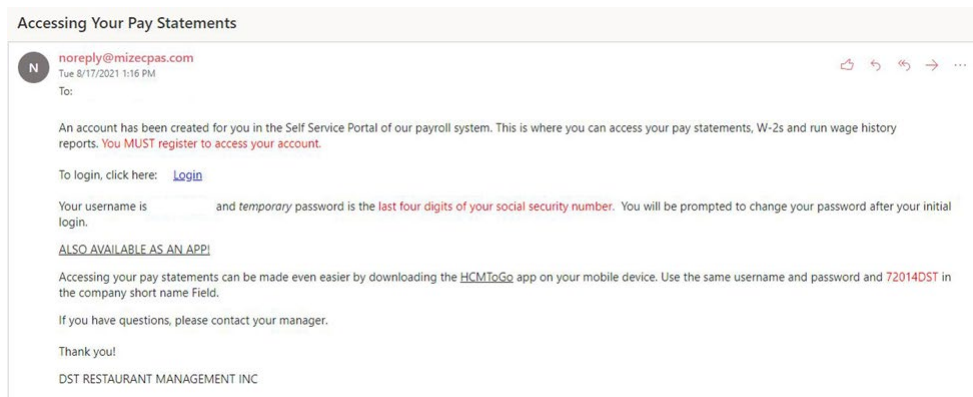
Paso 1- Descargue la aplicación HCMtogo via la tienda de aplicaciones o en google play.



En la primera pantalla, seleccione Norte America y ponga el nombre de nuestra compañía:
72014DST

The screenshot shows the HCMTOGO app interface. At the top is the logo and the text "Welcome to HCMtoGo". Below that is the instruction "Select your region" with three radio button options: "Australia", "Europe", and "North America". The "North America" option is selected. Underneath is a field for "Company Shortname" with a question mark icon and the text "72014DST" entered. At the bottom is a blue "CONTINUE" button.

Paso 2- Abra su correo electronico de noreply@mizecpas.com con el tema "obtenga su recibo de pago". Anote su nombre de usuario que encontrara en este correo y despues abra su nueva aplicacion.



Paso 3- Ponga su nombre de usuario que recibio en su correo electronico, su contraseña temporal seran los ultimos 4 numeros de su seguro social.

The screenshot shows the login page for MIZE CPAs Inc. The header includes the logo and "DST RESTAURANT MANAGEMENT INC". The page has a "Log In" header with the time "11:43 AM [MDT]". There are input fields for "Username" and "Password". Below these is a checkbox for "Remember Username" and a blue "LOGIN" button. At the bottom is a link for "Forgot your password?".

Paso 4- Iniciara su cambio de contraseña. su contraseña vieja seran los ultimos 4 numeros de su seguro social.

Creando su nueva contraseña DEBE DE tener un minimo de 10 caracteres de largo, una letra mayuscula, una letra minuscula, un numero y un simbolo.

Paso 5- Complete su autenticacion multifactor escogiendo recibir un mensaje via texto, un correo de voz o un correo electronico (si su numero de telefono o correo electronico son incorrectos pare y contacte a nuestra oficina al 801-392-4656 para actualizarlos)

Cuando reciba su codigo, ingreselo en la caja y cheque la caja de abajo para registrar su aparato.

Paso 6- Usted sera dirigido a su tablero. hacer clic en Mi informacion. Ahi podra ver su informacion de pago. Sus recibos de pago y W2 estaran disponibles aqui.

