

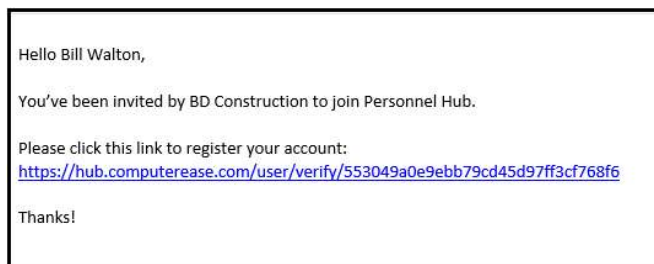
Employee Hub User Guide

1.2 Employee Hub Website

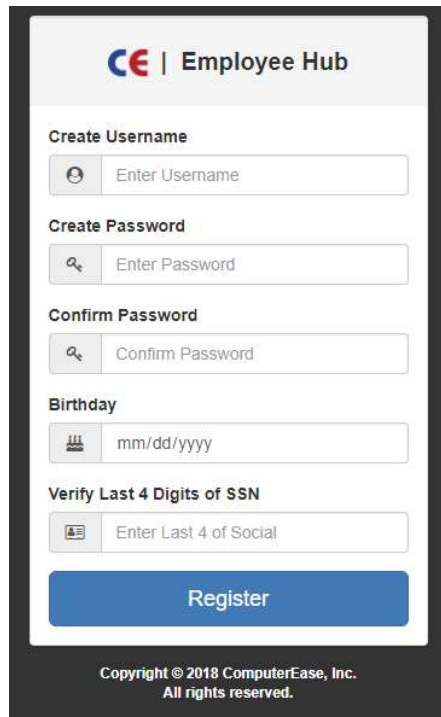
This section of the manual covers the Employee Hub user verification process and how to login and use the Employee Hub website.

1.2.1 Registering an Account

- Once a an email invite is sent to the employee, the employee will receive an email asking them to register their account.



- The employee will click the registration link. They will be taken to a screen where they will create a username and password and enter their birthday and last 4 of S.S.N. for verification purposes.

A screenshot of the Employee Hub registration form. The form is titled "CE | Employee Hub" at the top. It contains five input fields: "Create Username" with a person icon, "Create Password" with a key icon, "Confirm Password" with a key icon, "Birthday" with a calendar icon, and "Verify Last 4 Digits of SSN" with an ID card icon. Each field has a placeholder text: "Enter Username", "Enter Password", "Confirm Password", "mm/dd/yyyy", and "Enter Last 4 of Social". Below the fields is a blue "Register" button. At the bottom, there is a copyright notice: "Copyright © 2018 ComputerEase, Inc. All rights reserved."

CE | Employee Hub

Create Username
Enter Username

Create Password
Enter Password

Confirm Password
Confirm Password

Birthday
mm/dd/yyyy

Verify Last 4 Digits of SSN
Enter Last 4 of Social

Register

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Create Username - The username is used to login to the Employee Hub. It must be at least 6 characters

(alpha/numeric/special characters can all be used).

Create Password - The password is used to login to the Employee Hub. It must be at least 8 characters

(alpha/numeric/special characters can all be used).

Confirm Password - Confirm the password entered in the Create Password field.

Birthday - Enter the employee Birthday in mm//dd/yyyy format.

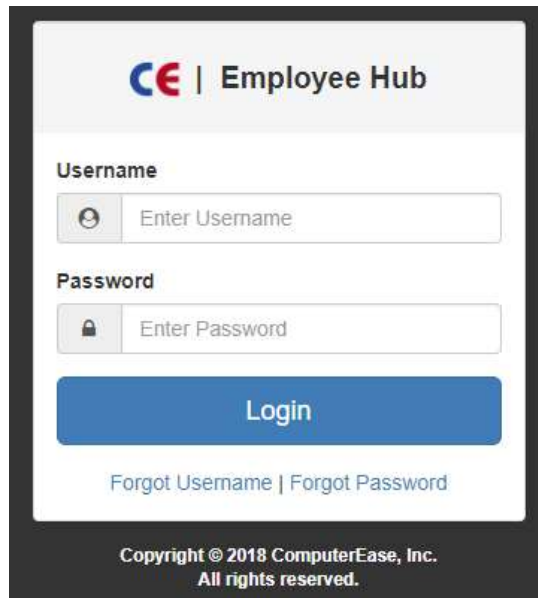
Verify Last 4 Digits of SSN - Enter the last 4 digits of the employee social security number.

Click **Register** to complete the registration process. The employee will be redirected to the Employee Hub website.

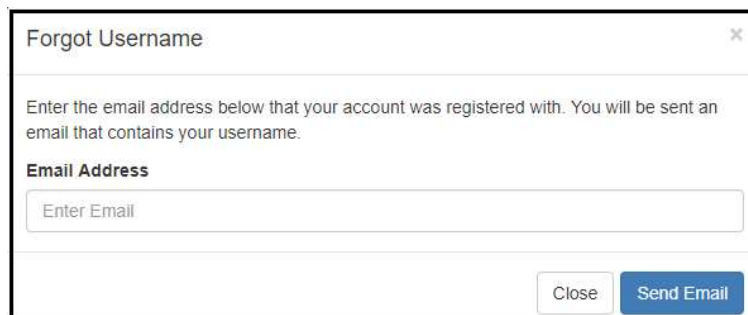
1.2.2 Logging into the Employee Hub Website

The Employee Hub website can be accessed at <https://hub.computerease.com/>.

- Enter Username and Password. Click **Login**.

The image shows the login page for the Employee Hub. At the top, there is a logo with a stylized 'CE' in blue and red, followed by the text 'Employee Hub'. Below the logo, there are two input fields: 'Username' and 'Password'. Each field has a small icon (a person for username, a lock for password) and a placeholder text 'Enter Username' and 'Enter Password' respectively. Below these fields is a large blue button labeled 'Login'. Under the 'Login' button, there are two links: 'Forgot Username' and 'Forgot Password'. At the bottom of the form, there is a copyright notice: 'Copyright © 2018 ComputerEase, Inc. All rights reserved.'

Forgot Username - Click this link if the username is forgotten. Enter the email the account was registered with then click **Send Email**.

The image shows a dialog box titled 'Forgot Username'. It has a close button (X) in the top right corner. The main text inside the dialog box says: 'Enter the email address below that your account was registered with. You will be sent an email that contains your username.' Below this text is an input field labeled 'Email Address' with a placeholder text 'Enter Email'. At the bottom right of the dialog box, there are two buttons: 'Close' and 'Send Email'.

Forgot Password - Click this link the password is forgotten. Enter the email the account was registered with then click **Send Email**.

Forgot Password

Enter the username of your account below. Instructions to reset your password will be sent to the email address the account was registered with.

Username

Close

Send Email

1.2.3 Accessing Document on the Employee Hub

Three document types can be accessed from the Employee Hub; Paystubs, W-2's and 1095-C's. To select the document type you wish to access, select the document type on the menu to the left.

CE | BD Construction

Paystubs

W-2

1095-C

My Account

Logout

ComputerEase
Construction Software

Paystubs

Title	Date issued	
Check 6841	9-4-2018	<div>Download</div>
Check 6842	9-4-2018	<div>Download</div>
Check 6843	7-10-2018	<div>Download</div>
Check 6844	7-17-2018	<div>Download</div>
Check 6845	7-24-2018	<div>Download</div>

Previous

Page 1 of 3

5 rows

Next

To open a document click the **Download** button to the right of the document. Click on the icon that appears to open the PDF version of the document you selected to download.

CE | BD Construction

Paystubs

W-2

1095-C

My Account

Logout

ComputerEase
Construction Software

Paystubs

Title	Date Issued	
Check 6841	9-4-2018	Download
Check 6842	9-4-2018	Download
Check 6843	7-10-2018	Download
Check 6844	7-17-2018	Download
Check 6845	7-24-2018	Download

Previous Page 1 of 3 5 rows Next

Check 6841 (1).pdf

Note: The image above was taken in Google Chrome. Depending on the browser you are using, the document icon may appear differently.

My Account - The My Account option provides the ability to view and edit specific account information.

CE | BD Construction

Paystubs

W-2

1095-C

My Account

Logout

ComputerEase
Construction Software

My Account

Name
Peter C

Username
peterc2

Email Address
fieldeasedev@gmail.com
[Change Email Address](#)

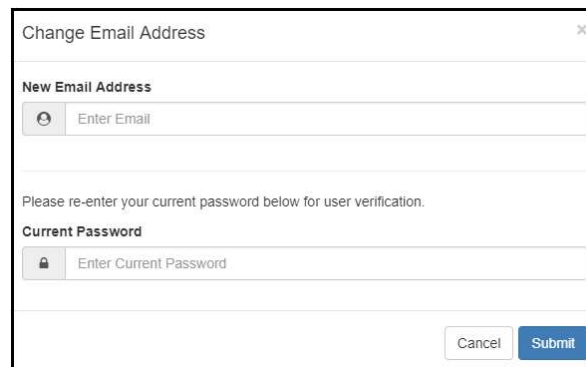
Password
[Change Password](#)

Name - Displays employee first and last name.

Username - Displays employee Username for the Employee Hub.

change the
address, your
receive a link

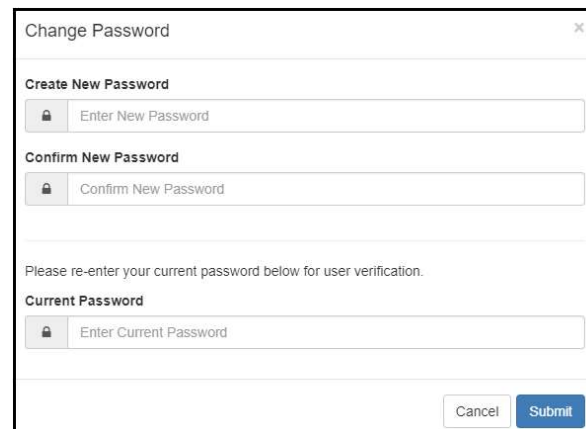
Email Address - Displays the email address that was used to register the account. To email address, select Change Email Address. Enter the new email current password and select Submit to make the change. You will at the new email to verify the change.



A screenshot of a web form titled "Change Email Address". The form has a close button (X) in the top right corner. It contains two main sections: "New Email Address" with a text input field labeled "Enter Email", and "Current Password" with a text input field labeled "Enter Current Password". Below the password field is a message: "Please re-enter your current password below for user verification." At the bottom right of the form are two buttons: "Cancel" and "Submit".

Change
password, then

Password - Displays the password for the account. To change the password, select Password. Enter/Confirm the new password, enter the current select Submit to make the change.



A screenshot of a web form titled "Change Password". The form has a close button (X) in the top right corner. It contains three main sections: "Create New Password" with a text input field labeled "Enter New Password", "Confirm New Password" with a text input field labeled "Confirm New Password", and "Current Password" with a text input field labeled "Enter Current Password". Below the current password field is a message: "Please re-enter your current password below for user verification." At the bottom right of the form are two buttons: "Cancel" and "Submit".