

Shugo Login/ PW Reset/ Activation Email Notes

Please follow the instructions below to log in to your Shugo account.

1. Go to Fastpaypayroll.com
2. Click "Login" on the top right hand corner.



3. Choose "Shugo" from the drop down list.



4. Click Sign In.



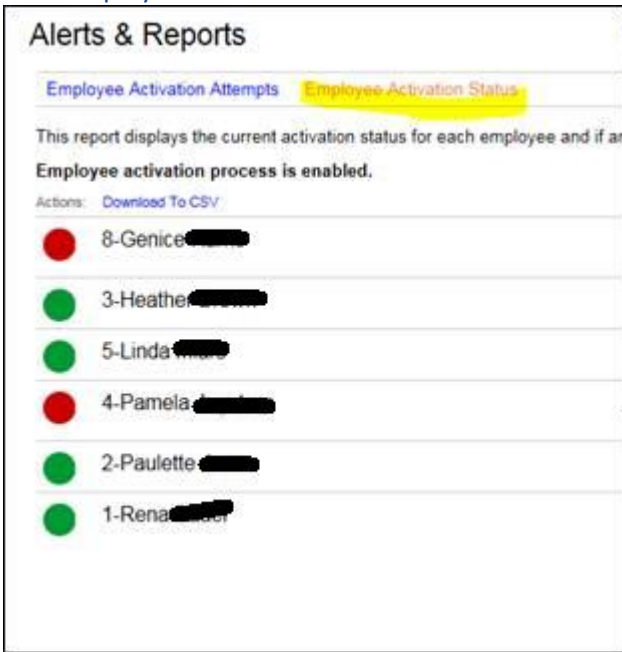
- a. First Login:
 - i. Username: Your email address
 - ii. Temp PW: Assigned to Administrators by your Fastpay Representative for first login.
5. It should then prompt you to enter a cell phone and change your password. You can change your password at any time by either clicking My Account at the top right of the screen, or your name. One or the other should appear.

TO SEND REACTIVATION EMAILS/ CHECK STATUS:

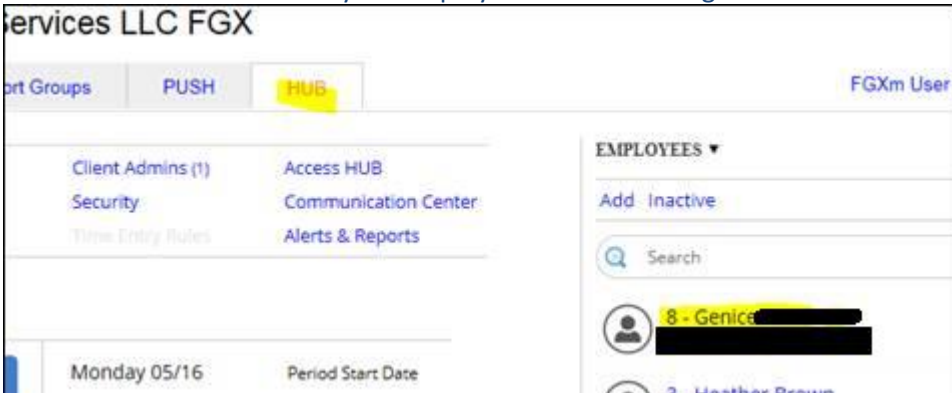
1. Click Hub and then Alerts and Reports.



2. Click Employee Activation Status



3. The employees in green have activated their accounts & the ones in red let their activation expire.
4. Go back to Hub and click on your employee name on the right hand side.



- 5. Make sure a cell phone is entered on all employees so if they forget their password, they can click forgot password and it will text them a new one.
- 6. Enter new access code and click reset.

The screenshot displays the 'Contact Information' section of the fastpaypayroll.com interface. At the top, there are navigation links: 'Edit: Contact Information', 'Settings/Features', and 'Promote'. Below these are 'View: Pay Stubs', 'Year End (W2/1099)', and 'Documents'. The main form area is titled 'Contact Information' and includes fields for 'Employee #' (8), 'Name' (Genice), 'Email', 'Cell #' (highlighted in yellow), and 'Department' (a dropdown menu). A 'Save Contact Information' button is located at the bottom left. On the right side, there is a 'Reset Access Code' section with fields for 'New Access Code' and 'Confirm', and a 'Reset Access Code' button. A note below this section reads: '*Note: This will close all activation processes.' The 'Employment Status' is listed as 'Current Status: Active'.

- 7. Have the employee follow the same steps you did (Steps 1 thru 5) to get started and activate their accounts.