“MY PAYROL PAGE” ACCESS GUIDE

This document contains detailed information regarding:

- How to access “My Payroll Page” (SECTION 1)
- How to set up your password reset security questions (SECTION 2)
- How to reset your password (SECTION 3)
- Recommended Internet Explorer browser settings (SECTION 4)
SECTION 1: HOW TO ACCESS “MY PAYROLL PAGE”

1. Go to www.orthodon.com and click “Human Resources Center” on the left.

2. Click “My Payroll Page”

3. Your user name is your social security number. This number should be entered without any dashes or spaces (Example: 123456789)

4. If this is your first time using “My Payroll Page”, your password is your date of birth. This number should be entered without any dashes or spaces, in the MMDDYYYY format (for example, if your birth date is May 26, 1984, enter 05261984).

You will be forced to change your password once you have logged onto the web site.

Enter your date of birth in the “Current password” field. The new password you select will be “caps sensitive”, meaning that if you establish the password using capital letters you must always enter the password using capital letters. In addition, your password must meet the following requirements:

- Must be between 4-15 characters
- Must contain at least one (1) uppercase letter
- Must contain at least one (1) number (0-9)
- Must contain at least one (1) special character (such as ?, /, #, & etc.)
USING THE RESET PASSWORD FEATURE

With the new Reset Password feature, you can reset your password from the Login page without contacting the Human Resources Department! Follow these steps to setup the feature and, should you forget, reset your password:

SECTION 2: HOW TO SETUP YOUR PASSWORD RESET SECURITY QUESTIONS

1. Enter your user name (your social security number) and password, as usual

Click the “Log in” button and the following new page appears:

2. Click the down arrow and select a question from each of the menus.

3. Type an answer for each question in the associated text box. The answers are NOT case-sensitive, but are space-sensitive. Remember the spelling and spacing of your answers.
SECTION 3: HOW TO RESET YOUR PASSWORD

1. Click the “Forgot your password?” link from the Login page

2. Enter your user name (your social security number) in the text box and click “Continue”.

3. Type in the answers to three of the security questions you selected previously. You must also enter the code you see in the scrambled image (called a captcha).

In the example above, the answer “DEEPSEA FISHING” was originally entered as “DEEP SEA FISHING”, with a space between the words “DEEP” and “SEA”. If the answers you enter do not match the answers previously given, you will be prompted to re-enter your answers.

If prompted due to incorrect answers, re-enter your answers to the security questions. If you cannot correctly answer the security questions within five attempts, your account will be locked. Please contact the Human Resources Department to have your account restored.
The “Continue” button will become active when you have typed your answers in all of the text boxes.

4. You will now be prompted to enter your new password and re-enter it to confirm. Click the “Reset password” button to continue. Please note that your new password MUST meet the following requirements:
   - Must be between 4-15 characters
   - Must contain at least one (1) uppercase letter
   - Must contain at least one (1) number (0-9)
   - Must contain at least one (1) special character (such as ?, /, #, &, etc.)

5. After resetting your password, the system prompts you to log in again with your new password.
6. Click “Log in”. The home page will appear.
SECTION 4: RECOMMENDED INTERNET EXPLORER BROWSER SETTINGS

Note regarding browser compatibility: “My Payroll Page” is compatible with Internet Explorer versions 7 and 8 and Firefox version 3.6. The software provider expects to add compatibility with Safari and Chrome by the end of 2011.

1. Under General – Settings – Select “Automatically” under “Check for newer versions of Pages”

This setting tells the browser to check for new content only when you return to a page that was viewed on an earlier session or on a previous day. Selecting this option provides the most speed when browsing to pages that you have already viewed.

2. Advanced – uncheck “Do not save encrypted pages to disk” & “Empty Temporary Internet Files folder when browser is closed”

The first setting of “Do not save encrypted pages to disk” prevents any file from being cached when coming from an https (secured socket layer) connection. The impact is slower performance since files will need to be downloaded over and over for each page.

The second setting of “Empty Temporary Internet Files folder when browser is closed” removes all cached files from the computer each time the browser session is ended.
Unchecking this allows the files (such as images, stylesheets, etc.) that were previously sent down to the browser to be stored locally, yielding faster future retrieval and improved performance.

Note: These options are both unchecked by default in the browser.

3. Security – Custom Level – Select “Enable” For “Display mixed content”

This option specified whether web pages can display content from both secure and nonsecure servers. If this is not enabled, you will be prompted on each page whether to allow this. If you select “no” when prompted, images and links may not display correctly. Selecting “Enable” will prevent the prompting from occurring.