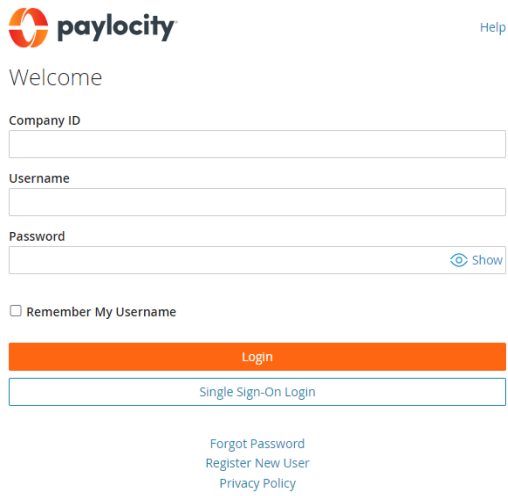


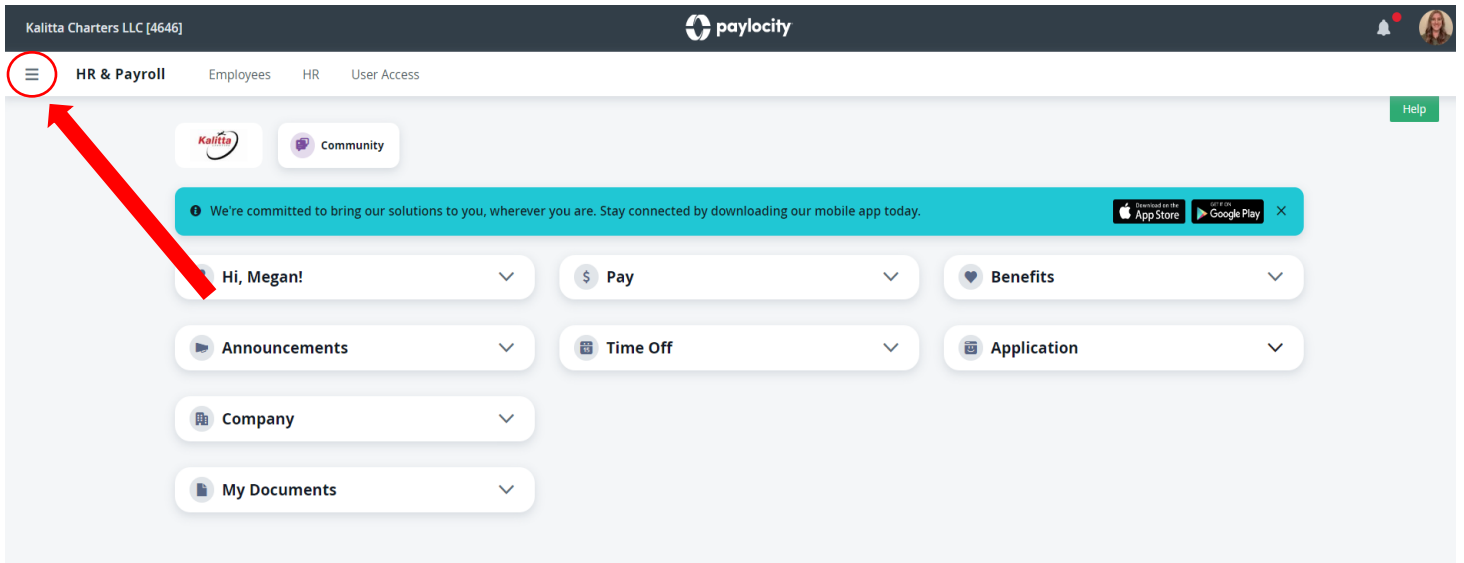
1. Using a computer or iPad go to <https://access.paylocity.com/> (Note: this cannot be done in the app)
2. Login to your account – if you forgot your password, please click the help button in the top center of the screen



The image shows the Paylocity login page. At the top left is the Paylocity logo, and at the top right is a "Help" link. Below the logo is the word "Welcome". The login form consists of four input fields: "Company ID", "Username", and "Password" (with a "Show" eye icon), and a checkbox for "Remember My Username". Below the fields are two buttons: "Login" (orange) and "Single Sign-On Login" (light blue). At the bottom of the form are links for "Forgot Password", "Register New User", and "Privacy Policy".

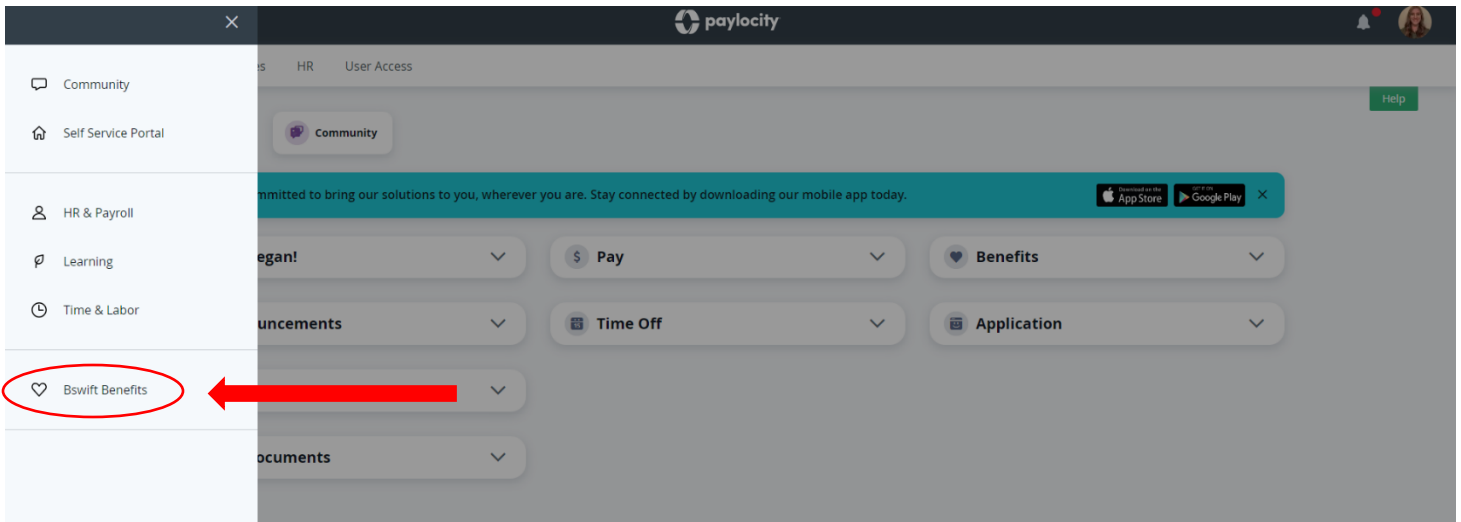


3. Click the 3 horizontal lines in the top left for the drop down menu



The image shows a screenshot of the Paylocity dashboard for Kalitta Charters LLC [4646]. The top navigation bar includes the company name, the Paylocity logo, and a user profile icon. Below the navigation bar is a sidebar menu with a hamburger menu icon circled in red and an arrow pointing to it. The main content area features a teal banner with a message about downloading the mobile app. Below the banner are several dropdown menus: "Hi, Megan!", "Pay", "Benefits", "Announcements", "Time Off", "Application", "Company", and "My Documents".

4. Select “Bswift Benefits”



5. You have now arrived at the benefits page, select “Start Your Enrollment”

