

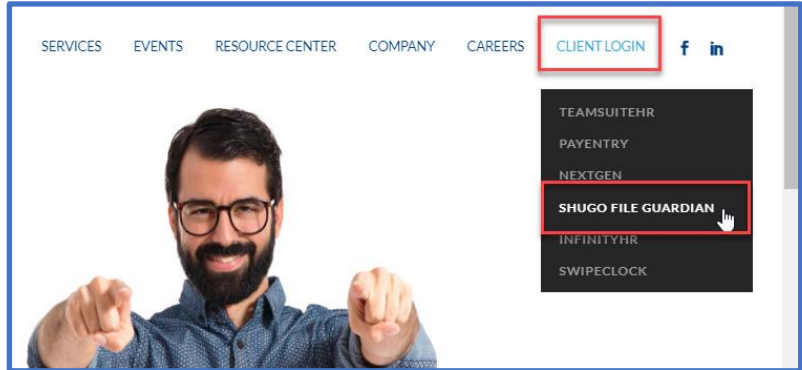
Paytime™

Instructions for using SHUGO Paytime's secure online portal

Go to <http://www.paytimepayroll.com>

Click on "CLIENT LOGIN"

Choose "SHUGO FILE GUARDIAN"
from the drop-down menu



Choose "Secure Send"



Enter Your Information

Click on "Files (file attachments will be secured)"

Choose "[Contact Name]" from the
"To:" drop-down

Enter the Name of the Document in
"Subject"

Enter information in the "Body" as
applicable

Attach the File(s) by Clicking on
"Browse"

Enter the Security Code

**NOTE: Complete all fields marked
with an ***

Click on "Send"

A screenshot of the Paytime "Secure Send to Paytime Inc" form. The form is titled "Secure Send to Paytime Inc" and includes a security note: "To securely send, please enter all the required information below. All fields displayed with a * are required." The form is divided into several sections: "Your Information" with fields for First Name *, Last Name *, and Email Address *; "Message Details" with a radio button selection for "Email (message body will be secured)" and "Files (file attachments will be secured)" (the latter is selected and highlighted with a red box); a "SECURITY NOTE" stating that only selected files are sent securely and text in the subject or body is sent as cleartext; fields for "To *:" (a dropdown menu), "Subject *:", and "Body:"; a "File(s) *:" field with a "Browse" button and an "X Remove" link; and a "Security Check" section with a "Security Code *:" field containing a CAPTCHA image showing the number "E6900". At the bottom of the form are "Send" and "Cancel" buttons, with the "Send" button highlighted by a red box and a red arrow.