

# Signing up for EXTO sounds complicated?

*Don't worry ... it's not!*



The Simple Payroll, HR, Loyalty, and Health & Wellness Solution!

1

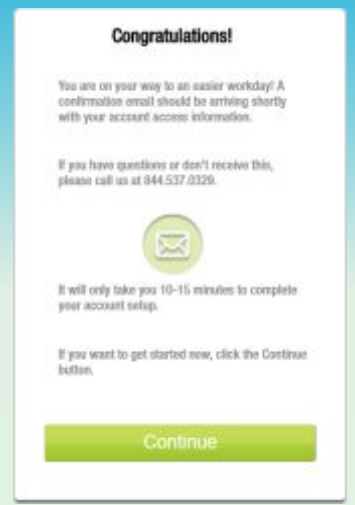
The sign-up form is on the “sign up” page of your web portal, and looks like this:

To start, fill in the form, save and continue. There will be 3-4 screens to fill in, and a standard Privacy and Terms of Service that you should read.

2

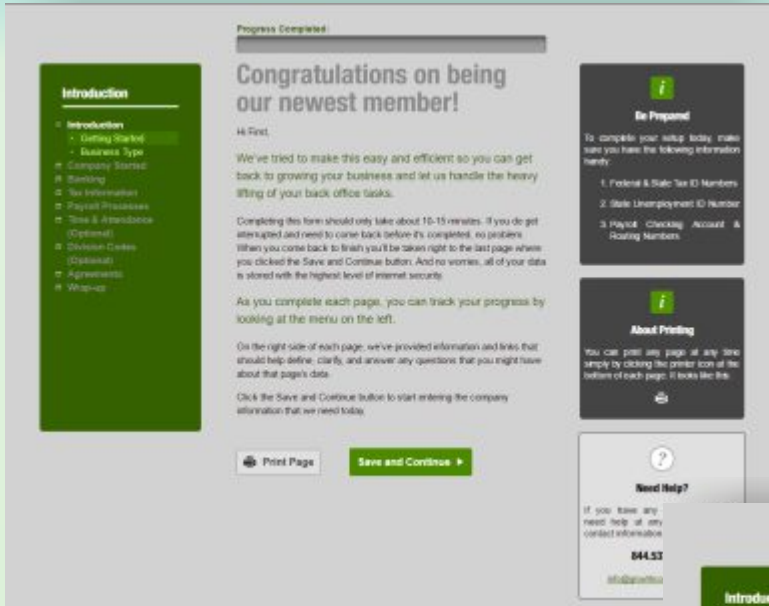
You'll get a “Congratulations” screen that looks like this, and an email with your account access information

If you run into problems or questions at any point, give us a call at 844.537.0329 and ask for an EXTO specialist!

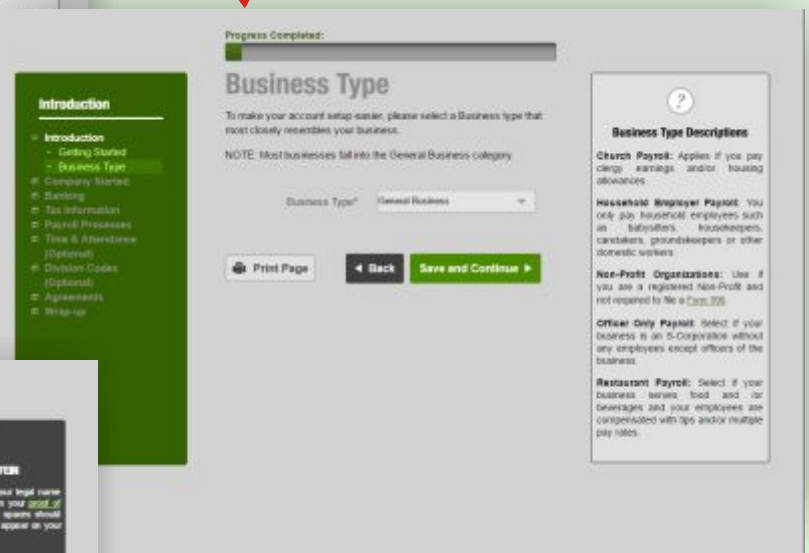


3

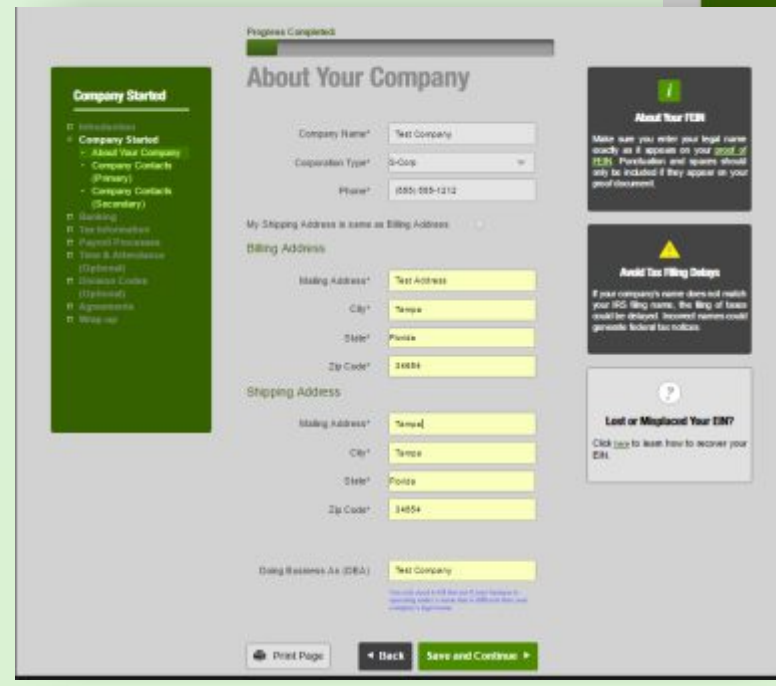
Using the information from your welcome email, fill in the following screens, which look like this.



You'll need your Federal & State Tax ID numbers, Unemployment ID number, Payroll Checking Account and Routing Numbers.



If you get stuck at any point or just have questions, call us! 844.537.0329



4

Once you complete the signup process, an EXTO specialist will contact you to complete your onboarding. Our goal is to make it simple for you!



[www.GrowthCorpAlliance.com/yoururl](http://www.GrowthCorpAlliance.com/yoururl)

844.537.0329



Endorsed Service Partner