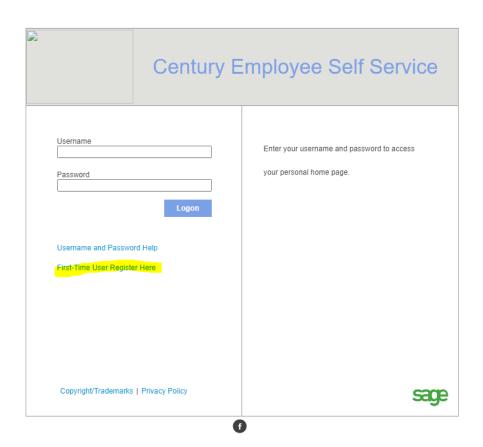
EMPLOYEE SELF SERVICE PORTAL SET UP INSTRUCTIONS

Please follow these steps carefully, if they do not work call the office:

- 1. www.centurymech.com
- 2. Select "EMPLOYEES" tab



3. Select "First-Time User Register Here"



a. The * means that the information is required.



- 4. Enter your last name (this is not case-sensitive, per instructions)
- 5. It is optional to enter social security number because it does not have an * next to that field. DO NOT enter anything in the "Social Insurance Number" field, you very likely do not have a social insurance number as this is only for Canadians employees.
- 6. Enter your date of birth in mm/dd/yyyy format (per instructions)
- 7. Select a security question and write a security answer (choose something that you can remember).

From here it should allow you to create a username and password. Make sure that the username and password follow the criteria that we have set up. If you continue to have trouble let us know.