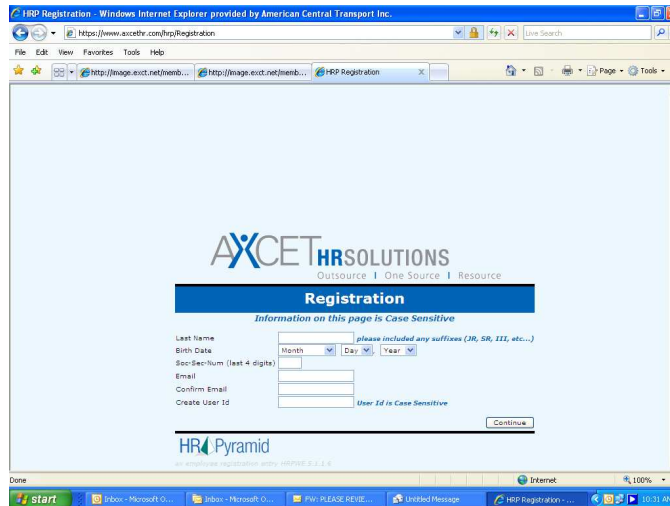


American Central Transport Inc. and Axcet HR Solutions are pleased to announce the implementation of its new Employee Self-Service website. This website will contain your personal payroll and benefits information. After a simple registration process, you will be able to log in with a username and password. Below is a guide on how to register. We hope that you are as excited as we are that you have your own information available to you anytime!

**Step 1:** Go to <https://www.axcethr.com/hrp/Registration>

You should see this screen:



**Step 2:** Please fill in the following blanks on that screen:

Last Name

Birth Date

Last 4 digits of your Social Security Number

Email Address

Create a Username for User ID (Please choose a username that you can easily remember)

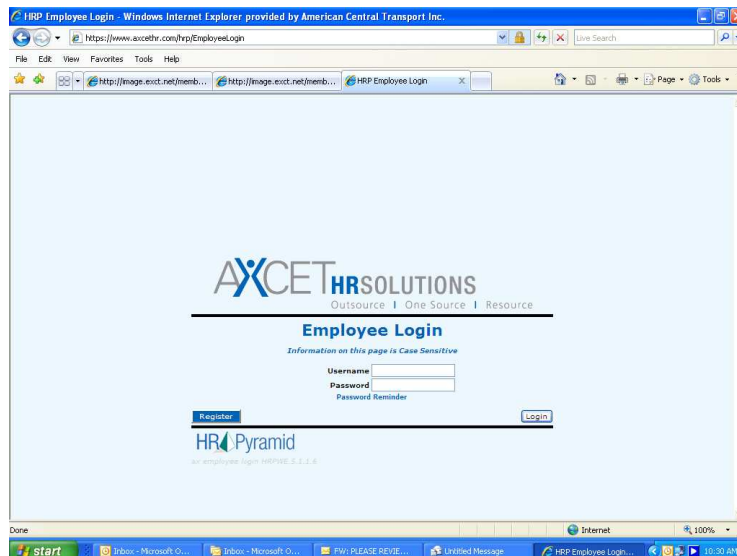
If you choose the same User ID as someone else, you will get an error message asking you for a new User ID.

If you have registered completely, you will receive the results page.

**Step 3:** Your "temporary password" will then be emailed to the email address you entered during registration.

**Step 4:** Once you have received your password, go to <https://www.axcethr.com/hrp/EmployeeLogin>

**Step 5:** Click "Login" to get to the next screen and then select "Employee Log-In." This will allow you to then search the site for your benefit and payroll information.



If you have any questions, please contact Ryan Kennedy at (816) 883-2824 or [rkennedy@americancentral.com](mailto:rkennedy@americancentral.com).