

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:

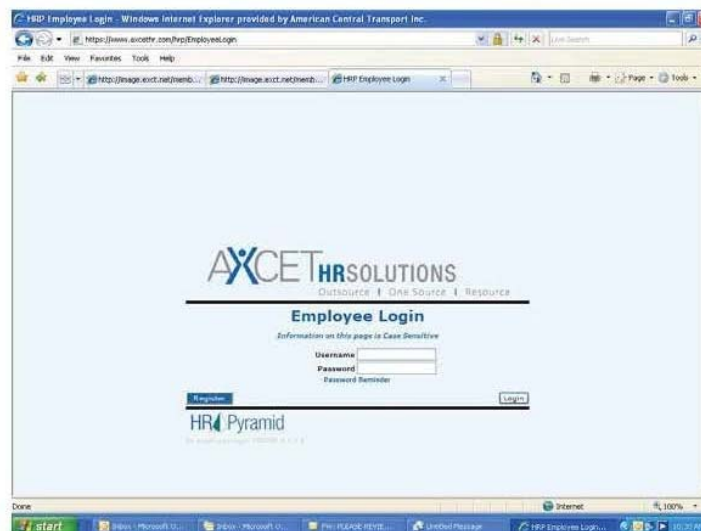
- Last Name
- Birth Date
- Last 4 digits of your Social Security Number
- Email Address
- Create a Username for User ID (Please choose a username that you can easily remember)

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 [Inara Miller at IMiller@AmericanCentral.com](mailto:IMiller@AmericanCentral.com) or **816.781.9600 ext. 2815**