

HOW TO ACCESS IOI TRAINING MODULE

“HOURS & DOLLARS”

1. Go to IOIpay.com and log in, once logged in you will click on **LEARNING CENTER**.



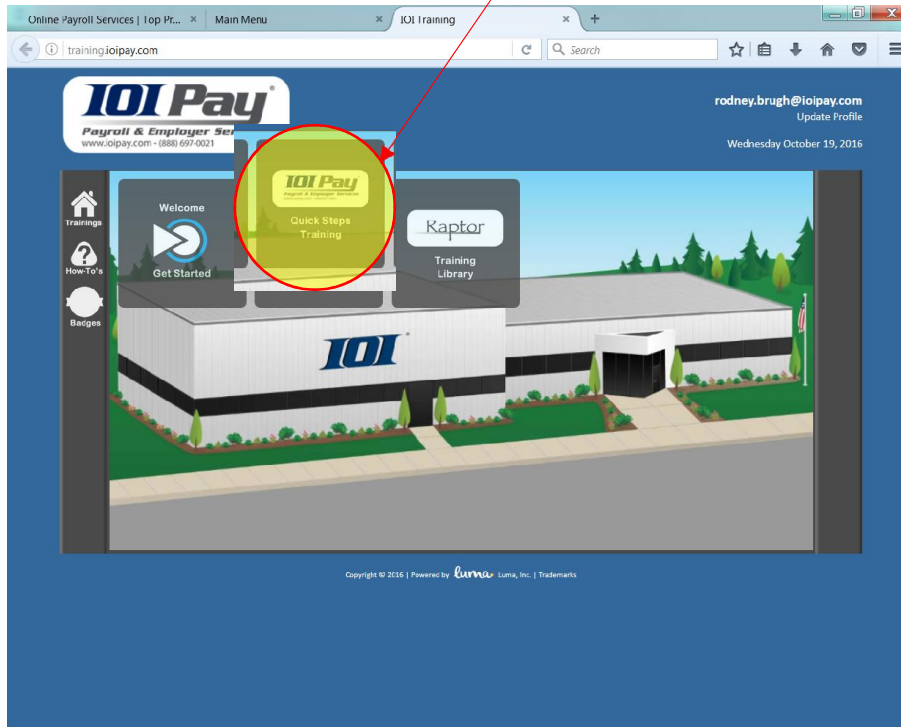
888.697.0021
support@ioipay.com

Logout Documents Contact Us **Learning Center** Themes Previous Save Next

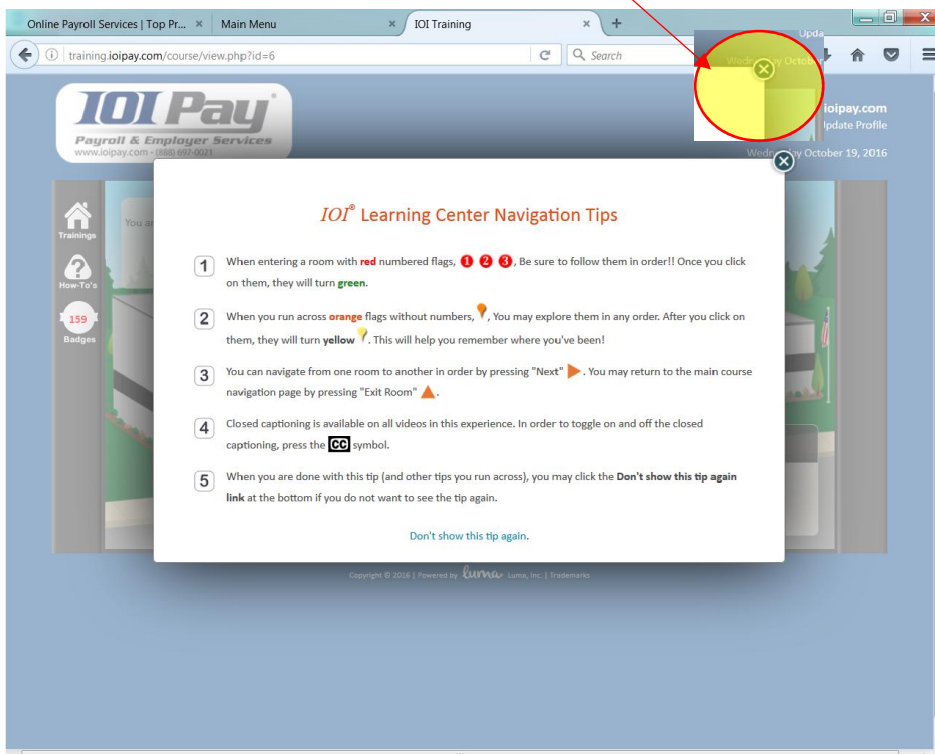
2. Once you click on learning center this screen comes up, click the “X” to close the IOI Learning Center Paper

A screenshot of a web browser displaying the IOI Learning Center. The browser's address bar shows "training.ioipay.com". The page has a blue header with the IOI Pay logo and contact information. A navigation menu includes "Logout", "Documents", "Contact Us", "Learning Center" (highlighted with a red circle and an arrow), and "Themes". There are also buttons for "Previous", "Save", and "Next". The main content area is titled "IOI Learning Center" and contains three sections: "Trainings", "How-To's", and "Badges", each with a corresponding icon and a brief description. A sidebar on the left also contains icons for "Trainings", "How-To's", and "Badges". A red circle highlights a close button (an "X" icon) in the top right corner of the page content area. The browser's status bar at the bottom shows the date "Wednesday, October 19, 2016".

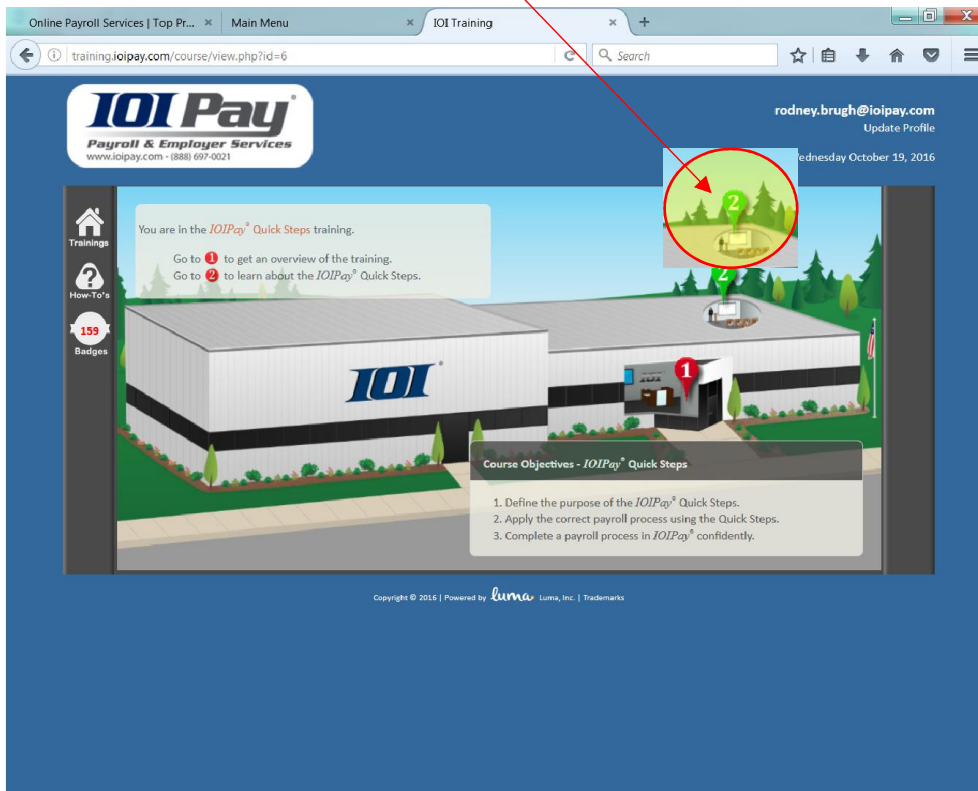
3. You then will click on **Quick Steps Training**



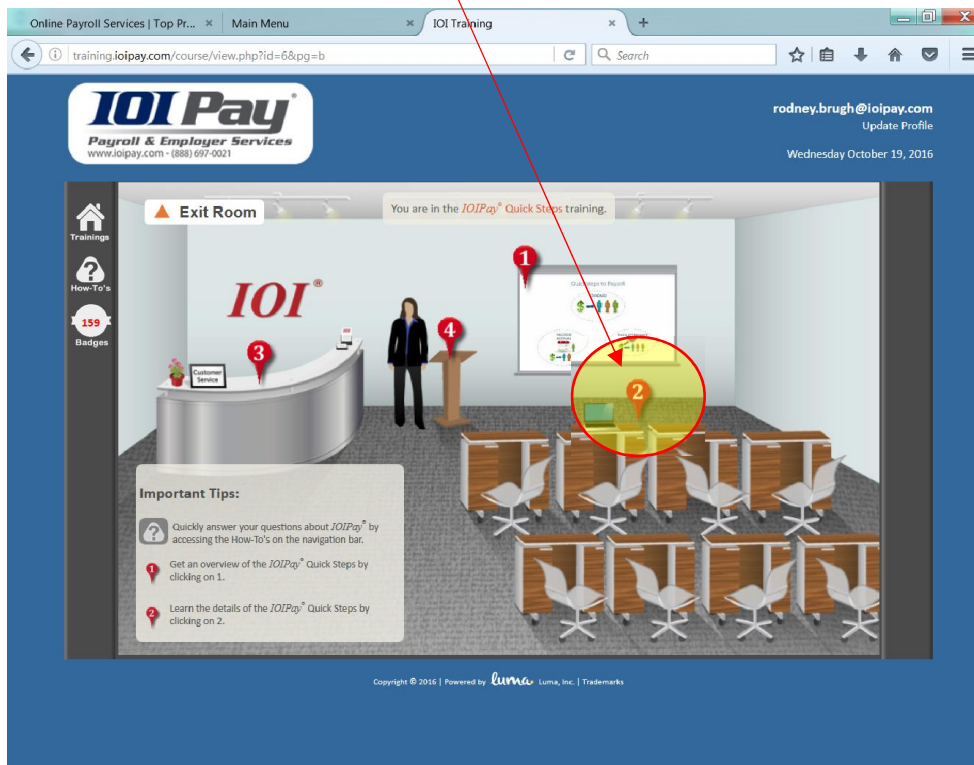
4. This screen will open, click the "X"



5. You then will click on the “2”



6. You then will click on the “2”



7. This screen opens and you want to click on the “Standard” tab



8. This Screen opens, choose the “Hours and Dollars” tab.



9. This section will walk you through the Hours and Dollars Screens. If you have any questions you can click on the **“How-To’s”** button on the main training screen, you can **type in a key word** to help you locate information on what you need help on.

The screenshot displays the IOI Pay training interface. At the top, the browser address bar shows the URL `training.ioipay.com/course/new.php?id=6`. The page header includes the IOI Pay logo, contact information for "rodney.brugh@ioipay.com", and the date "Wednesday October 19, 2016". A sidebar on the left contains navigation buttons for "Trainings", "How-To's", and "Badges" (with a count of 159). The main content area features a 3D rendering of an IOI building with numbered callouts (1, 2, 3) and a "How-To's" button circled in red. A text box provides instructions: "You are in the IOIPay® Quick Steps training. Go to 1 to get an overview of the training. Go to 2 to learn about the IOIPay® Quick Steps." Below the rendering, a "Course Objectives - IOIPay® Quick Steps" box lists three objectives: 1. Define the purpose of the IOIPay® Quick Steps. 2. Apply the correct payroll process using the Quick Steps. 3. Complete a payroll process in IOIPay® confidently. The footer contains the text "Copyright © 2015 | Powered by Luma Luma, Inc. | Trademarks".