

# New Employee Self-Service Portal

C. S. Wo & Sons, LTD.

**C. S. Wo & Sons, Ltd.** is happy to announce Ascentis, our new Employee Self-Service (ESS) System! Ascentis will give you access to manage Personal information, Company information, Novatime, Benefits, Submit requests electronically, which means the elimination of some paperwork and better efficiencies for all of us.

ascendis<sup>™</sup>

Company  
Snap Distributing

User ID

Forgot user ID?

Password

Forgot password?

Login

First time user? Sign up here.

Online services are for authorized users only. Copyright © Ascentis Corporation. All rights reserved.

Login

First time user? Sign up here.

## Access your account by visiting:

<https://selfservice.ascentis.com/cswosons/>

Select: **First Time User?** [Sign Up Here](#)

### Note:

Ascentis is also accessible on the HUB homepage.

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Login - Verification

Self-Service will verify who you are before letting you into the system. Please enter your first and last name, plus at least 4 of the following 6 items below that then click the Verify button.

First Name:

Last Name:

Birth Date:  
 (mm/dd/yyyy)

Social Security Number: (Include dashes for SSN and SIN)  
 (E.g. xxx-xx-xxxx\*)

Verify

You will be taken to the Login-Verification screen. You need to enter your legal first name, legal last name, date of birth and SSN.

### Please note:

- Enter your name that appears on your paycheck.
- Your Birth Date must include the slashes (01/01/1990)
- Your SSN must include the dashes.

The information you entered has been verified. Your new User ID is shown below. Please create your password. Passwords are case sensitive.

User ID:

Password:

Please type your password again for verification:

Please don't forget your new user ID and password!

Continue

Click on Verify, and you will be taken to the next screen, where you will choose your password. Passwords can be letters and numbers, but not all letters or all numbers and cannot contain special characters like \* or #. It must be a minimum of 8 characters and will never expire.

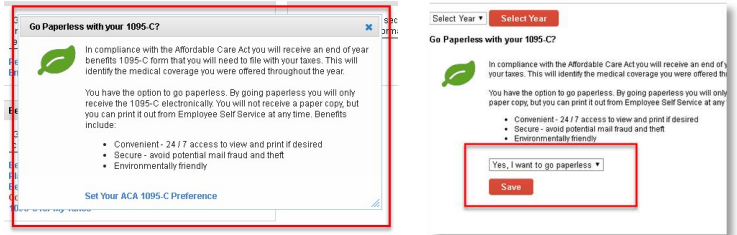
**Note:** User ID will be assigned as employee number.

Select Continue, where you will return to the Login Page to enter your new credentials and Log In!

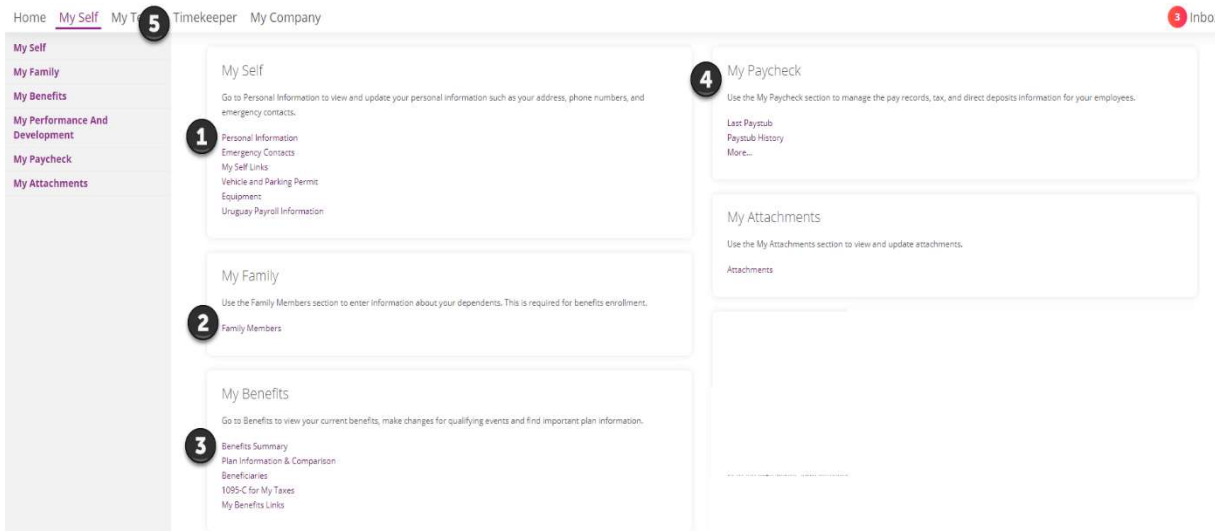
Please note-if you forget your password OR your ID at any time you are responsible for selecting either "Forgot user ID" or "Forgot password" and validating again by answering the same 4 questions on the Login – Verification screen above. You do not need to call IT or HR-you are responsible for re-authenticating and getting back into ESS.

Once you have logged onto ESS, please take the time to review the information to ensure we have your correct personal information (Email, Phone, and Address). It's also a good time to enter updated emergency contact information.

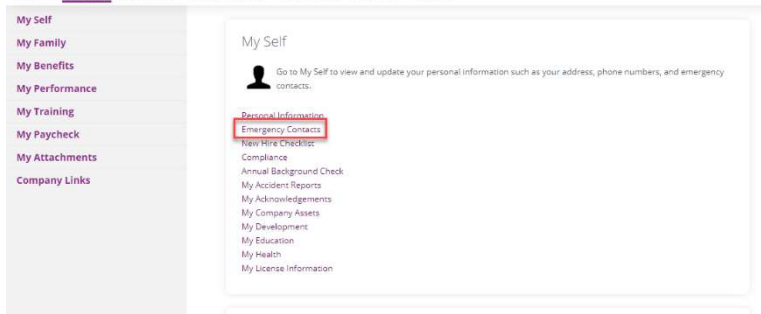
**Complete Your ACA Filing Preference** - you will be prompted with a window addressing 1095-C Compliance that you will need to be aware of for your personal tax filings. This window will provide you with the opportunity to Opt-In to paperless delivery. Ensure you review the information and click through the prompts to complete which delivery method you prefer. This window will continue to pop up when you access your My Self page until you confirm a choice.



You will find the information important to you on the Myself tab. Access your Personal Information, Family Members, Benefits, Paycheck, and more to come.



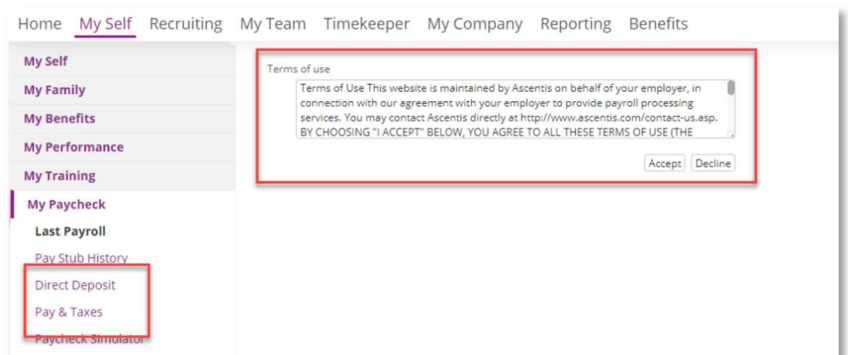
1. Personal Information will allow you to update your address, phone number and other personal information as well as maintain your emergency contacts.
2. Family Members will contain the dependents that you wish to have included in your benefits.
3. My Benefits provides you access to your benefit information and will give you access to your key plan information such as provider sites as well as coverage options.
4. My Paycheck provides you access to your pay stubs and check history as well as the ability to update and maintain your tax withholding and direct deposit settings.
5. Timekeeper at the top is direct access to Novatime, where you may view your time and accruals.



**Complete Emergency Contact Setup** - Click the link under Personal Information and create the necessary setup for the individuals you would want to be contacted in the event of an emergency.

### Setup Your Paycheck Information

Review and update your Direct Deposit and Payroll Tax Withholdings Setup. Please note this will be the process if you wish to change your Tax and Direct Deposit in the Future. To access your settings, you should select My Paycheck on the left side menu. You will need to Read and Accept the Terms of use to access your Payroll Setup.



Your Paycheck menu will display several tabs after you accept the terms of use to include: Direct Deposit and Pay & Taxes. You will need to complete both tabs to complete your payroll setup.

### Employee Profile Picture

Email your profile picture to [hr@csw.com](mailto:hr@csw.com)

Most information you'll be able to change and save, eliminating the need to submit paperwork.

This system is available to you anywhere you have access to the internet, which should add a level of convenience allowing you to view and update personal information anywhere and at any time.

Human Resources is also excited to let you know that throughout the year we will be implementing even more features to Ascentis.

Should there be any questions feel free to email [hr@csw.com](mailto:hr@csw.com)

Sincerely,  
Your HR Team