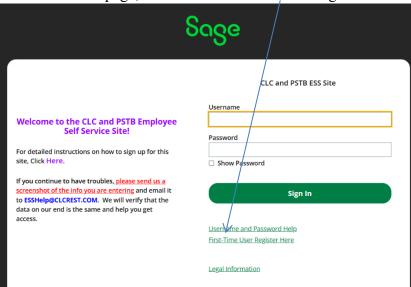
## How to Sign in to the CLC Restaurants, Inc Employee Self Service (ESS) Website

Before you begin, you will find it handy if you have with you a recent paystub. This site works on all devices and browsers.

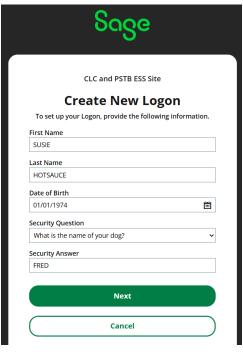
To begin, navigate to the ESS Website or scan the QR code.

https://clcess.mycloudatwork.com/selfservice

At the welcome page, click on "First Time User Register Here"





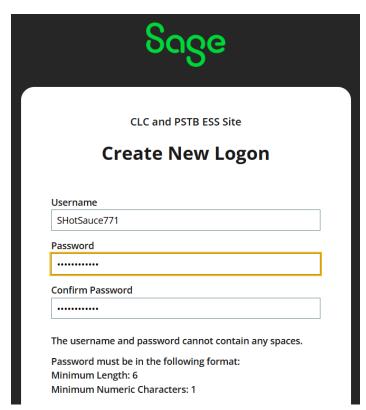


Enter your information: This is where your pay stub will come in handy as everything has to be entered on this page EXACTLY as it is on your stub. Your name is no longer case sensitive, but it still must match what we have in our payroll software exactly. Therefore you must enter Robert (not Bob) Smith if on your paycheck your name is shown as ROBERT SMITH.

After you enter your name, enter your date of birth, including the forward slashes /. If the data does not match and you are a new employee without a paystub to look at, sk your restaurant manager to verify the data they entered in your New Hire Form. If they made a mistake on your name or birthdate, sign up using the incorrect data (this screen must match what they entered). You will have an opportunity to correct any mistakes on your Onboarding Confirmation Form.

Afterwards, choose a Security Question and type in your answer. This is used if you forget your password.

If asked to choose a company, select CLN.

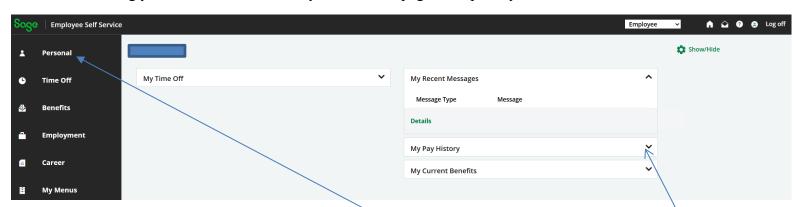


Once you select your company, Choose your Logon UserName and Password.

Hit enter or Tab and then Click on Save.

After you do that you will be taken right in to ESS.

The first thing you need to do is click on your Personal page and update your information.



Please check your address, enter phone numbers, emergency contacts, and a personal email that you check regulary.

To expand details on your different dashboard items, click on the down arrow. To minimize, click again.

Please use this site to keep your address and phone number and email current at all times!

The rest of the site is quite easy to figure out. You may also find it handy that under Benefits are the links to our various Benefit providers if you have Benefits through CLC.

In addition, you have direct access to the Companies handbooks by going to Employment.

If you have troubles, you can email **ESSHELP@CLCREST.COM**