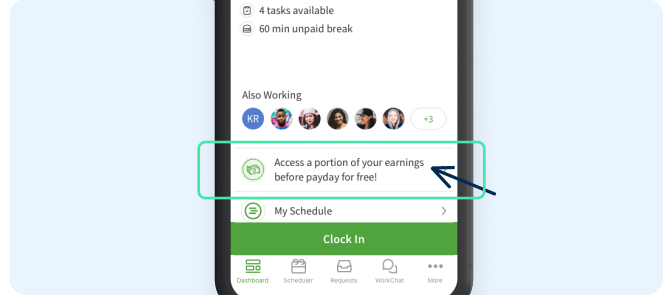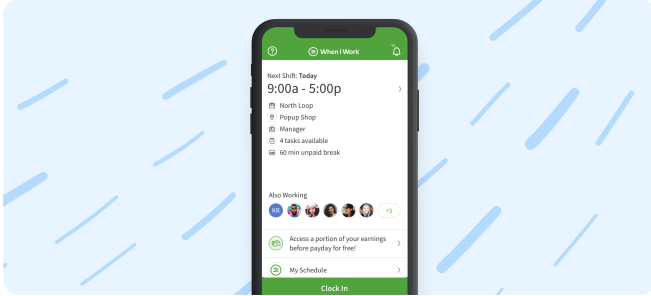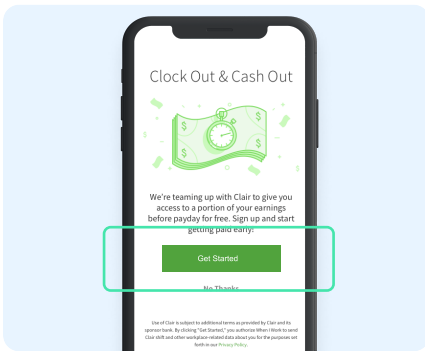|

Employee Sign Up Instructions for Clair
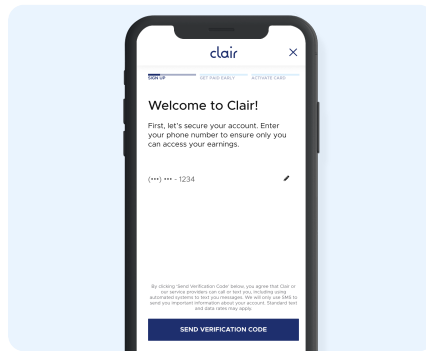

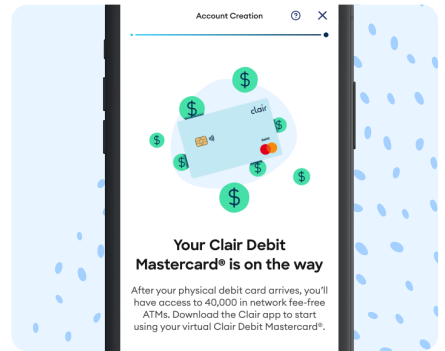**1** Open the When I Work app and log in

2 Click on the button "Access a portion of your earnings before payday!" on either the main dashboard or the "My Hours" page
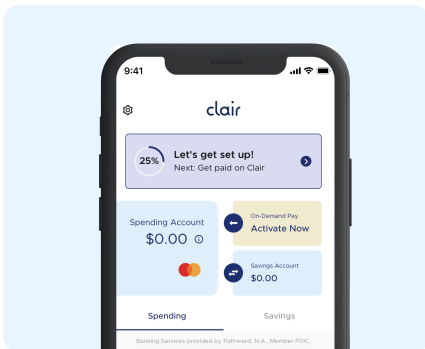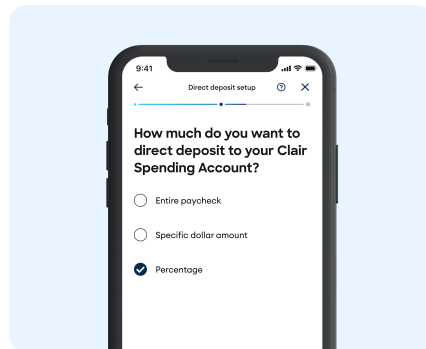

3 Click on the "Get Started" button

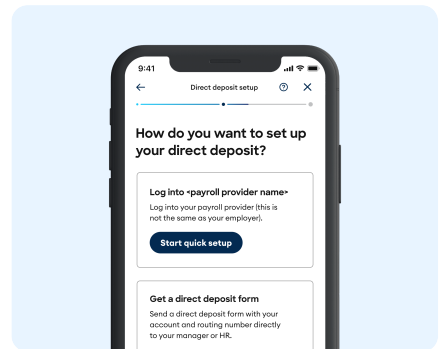**4** Start the account creation process

5 Download the Clair App and create a password to log-in

6 Update your direct deposit by clicking on "Activate Now"

7 Select the amount of your paycheck you want to send to Clair

8 Update direct deposit to Clair