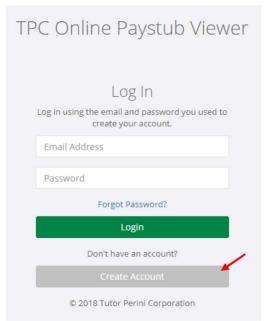
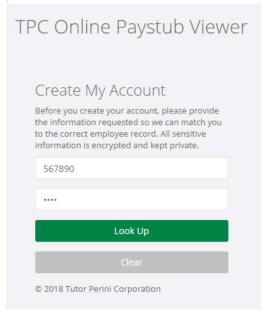
Tutor Perini Online Pay Stub Viewer

Linking and Creating Your Account

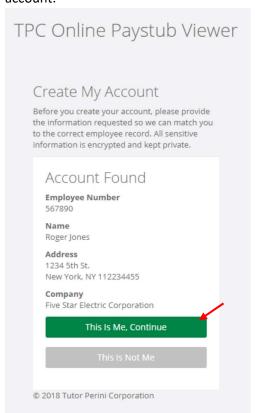
1. To begin, visit https://estubs.tutorperini.com/. You will be taken to the login screen. Click the button labeled "Create Account".



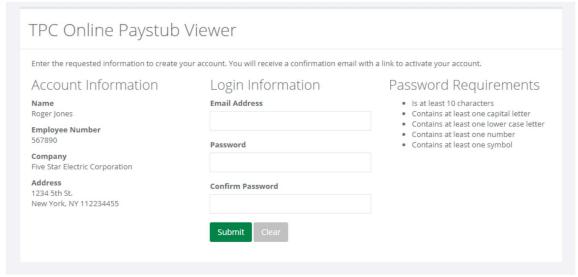
2. In order to match the account you will create with the correct payroll record, you will need to provide two pieces of personal information, your employee number (JDE address book number) and the last four digits of your social security number. This is to ensure that you and only you will be granted access to view your pay stubs. All sensitive information is encrypted and kept private. Enter the information and click "Look Up".



3. If you entered the information correctly, you should see your information displayed on the confirmation screen similar to the one below. Click on "This Is Me, Continue" to create your account.



4. To finish creating your account, enter a valid email address and the password you wish to use to access the site. The password complexity requirements are listed in the column on the right. Passwords must be at least 10 characters long and contain at least one of the following: upper case letter, lower case letter, number and symbol, such as "!", "@", etc. Click "Submit".



5. You will receive an email with a special link that will activate your account. You will not be able to log in until you complete this final step. The link has a 24 hour expiration timer. If you are unable to click the verification link before it expires, you will be able to have the activation link re-sent.

Verify Account

Hello Roger Jones, please click here to verify your account.

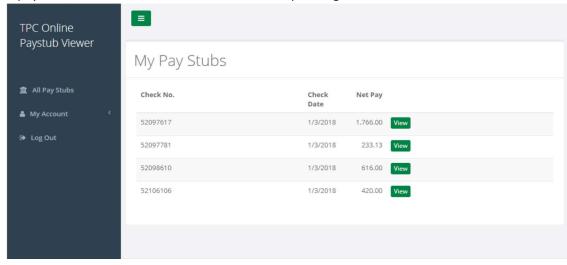
The link will expire on 3/27/2018 at 11:21 AM.

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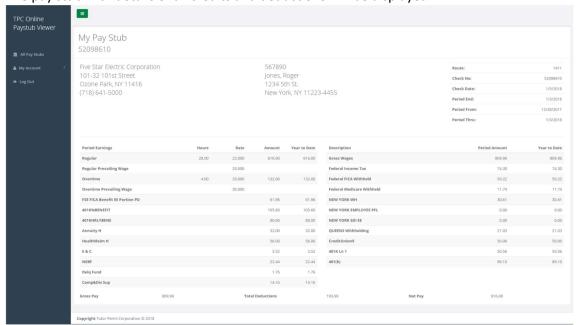
THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDES OPPORTUNITIES TO SMALL, WOMAN OWNED, MINORITY OWNED, LOCALLY OWNED, VETERAN OWNED, DISABLED OWNED, AND DISADVANTAGED BUSINESSES (M/F/V/D).

Viewing Your Pay Stubs

1. Once you have successfully logged in, you will be taken to a page with a list of pay stubs. To view a pay stub, click the "View" button in the corresponding row.

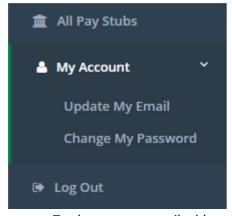


2. The pay stub with details of all credits and deductions will be displayed.

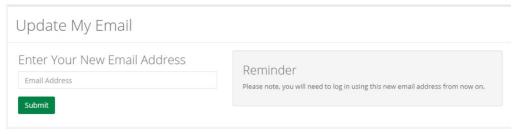


Managing Your Account

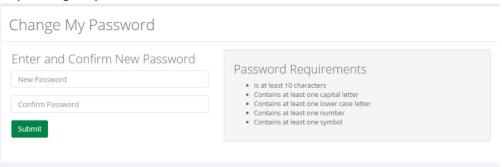
1. Links to update your account information are found under the "My Account" link on the left side menu.



a. To change your email address, click "Update My Email". Enter your new email address and click "Submit". Reminder: This new email address will be the one you use to log in with from now on.

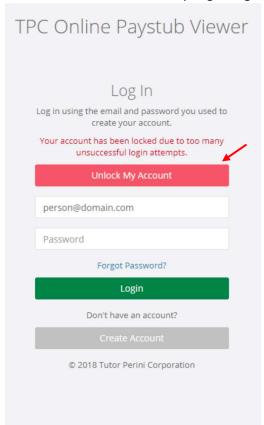


b. To change your password, click "Change My Password". Enter and re-enter your new password and click "Submit". This new password has the same complexity requirements as your original password.



Account Lockouts

If you attempt to log in with an invalid password three or more times, your account will become
locked. This is to prevent an attacker from gaining unauthorized access to accounts by
attempting to log in an unlimited amount of times. If your account becomes locked, you will see
the screen below when attempting to log in. Click "Unlock My Account".



2. Enter the email address you use to log in.



3. You will receive an email at that email address with a special link that will allow you to reset your password. The link has a three hour expiration timer. Once expired, you will need to go through the unlock process again.

Unlock My Account

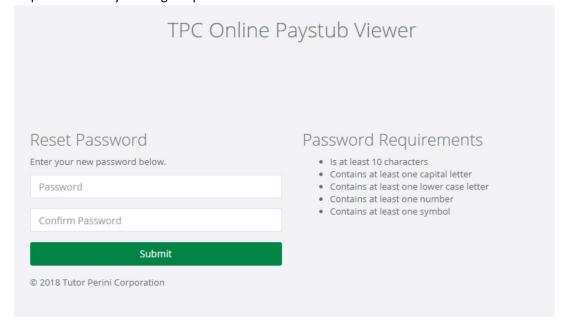
Hello Roger Jones, in order to unlock your account, please click here to reset your password.

The link will expire on 3/27/2018 at 11:28 AM.

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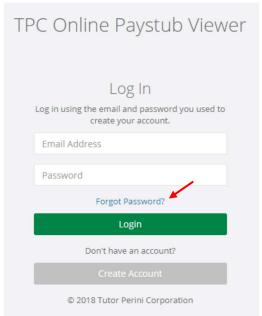
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4. Enter and re-enter your password and click "Submit". This password has the same complexity requirements as your original password.



Forgotten Passwords

1. If you can't remember your password, click the "Forgot Password" link on the login page.



2. Enter the email address you use to log in and click "Submit".



3. You will receive an email at that email address with a special link that will allow you to reset your password. The link has a three hour expiration timer. Once expired, you will need to go through the process again.

Password Reset

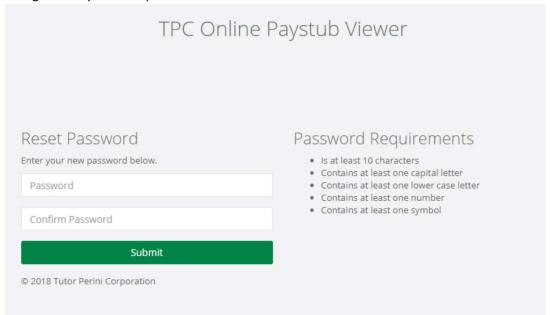
Hello Roger Jones, please <u>click here</u> to reset your password.

The link will expire on 3/27/2018 at 12:35 PM.

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4. Enter and re-enter your password and click "Submit". This password has the same complexity requirements as your original password. You will be taken back to the login screen and allowed to log in with your new password.



Expired Passwords

1. Each password has an expiration date of 90 days. After this period has expired, you will be prompted to enter a new password before being allowed to continue. Enter and re-enter your password and click "Submit". This password has the same complexity requirements as your original password. Once a new password has been entered, you will be taken to the pay stubs list page.

