

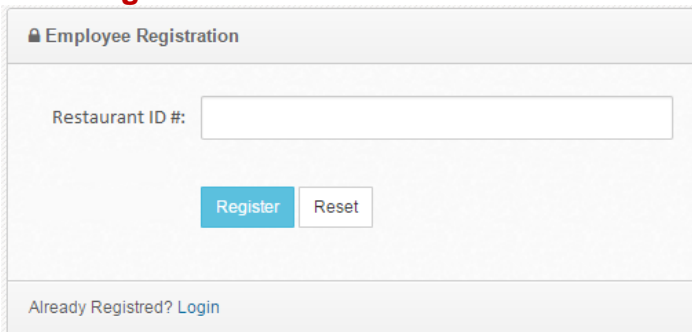
## BUSINESS ID NUMBER

\_\_\_\_\_

We are implementing Online Scheduling from COMMLOG, a new web-based scheduling system that will allow you to view your schedule on the web, and request time off and swap shifts (with management approval) on the web, and so much more!

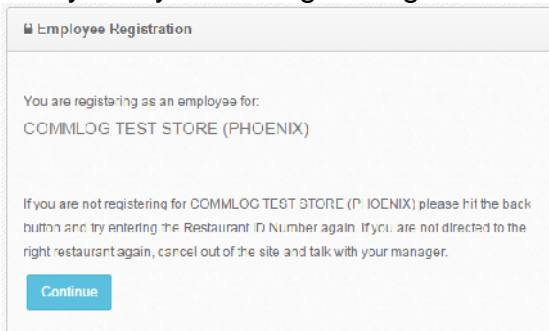
As an employee, there are only a few simple steps you must complete. However, until these steps are completed, we will not be able to include you on the schedule. Please complete these steps within 24 hours.

1. Log onto [https://mystaffonline.com/employee\\_reg.cfm](https://mystaffonline.com/employee_reg.cfm)
2. Enter the **Restaurant ID number** (from the box above)
3. Click **Register**



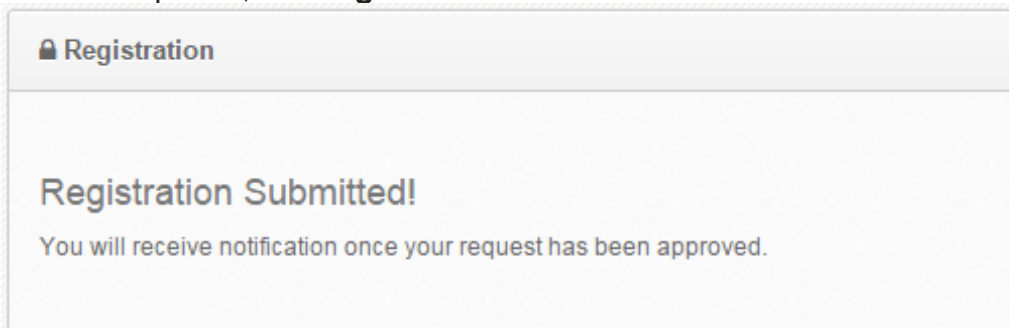
The screenshot shows the 'Employee Registration' form. It has a title bar with a lock icon and the text 'Employee Registration'. Below the title bar is a text input field labeled 'Restaurant ID #:' with a red dashed line above it. Below the input field are two buttons: 'Register' (blue) and 'Reset' (white). At the bottom of the form, there is a link that says 'Already Registered? Login'.

4. Verify that you are registering for the correct location, then click **Continue**



The screenshot shows the location verification screen. It has a title bar with a lock icon and the text 'Employee Registration'. Below the title bar, it says 'You are registering as an employee for:' followed by 'COMMLOG TEST STORE (PHOENIX)'. Below that, there is a paragraph of text: 'If you are not registering for COMMLOG TEST STORE (PHOENIX) please hit the back button and try entering the Restaurant ID Number again. If you are not directed to the right restaurant again, cancel out of the site and talk with your manager.' At the bottom, there is a blue 'Continue' button.

5. Enter your information. All fields are required.
  - a. If you do not have a **Land Line**, enter your cell phone number again in that field.
  - b. For **Job Type**, if you work more than one job type in your location, choose the one job type that you most frequently work.
  - c. Click Continue
6. When completed, the **Registration Submitted** confirmation screen will be displayed.



The screenshot shows the 'Registration Submitted' confirmation screen. It has a title bar with a lock icon and the text 'Registration'. Below the title bar, it says 'Registration Submitted!' in a large font. Below that, it says 'You will receive notification once your request has been approved.'