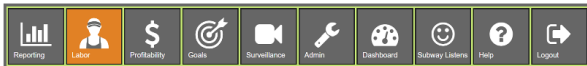


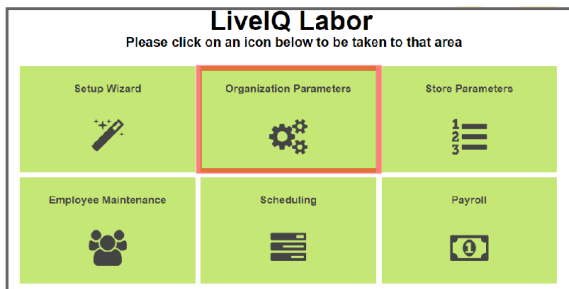
How to Get Your LiveIQ Activation Code

Getting Started With Payactiv

1. Log into [LiveIQ](#).
2. From the LiveIQ toolbar, click [Labor](#).



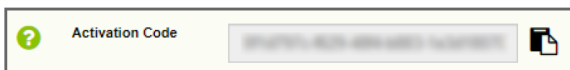
3. When the LiveIQ Labor screen opens, click [Organization Parameters](#).



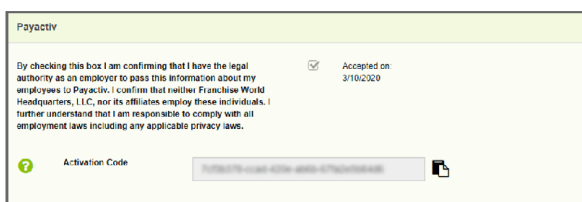
4. Scroll down to the Payactiv area of the [Organization Parameters](#) screen.

Review the legal disclaimer and select the check box to confirm your authority and responsibilities regarding the use of Payactiv by employees in your organization.

5. Click [Generate](#). LiveIQ generates a code and displays it in the text box on the screen.



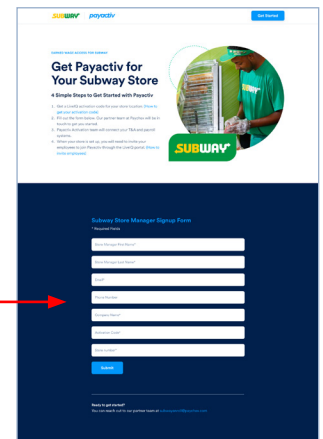
The screen also displays the legal disclaimer with the check box selected and indicates the date when you accepted it.



6. Click  to copy the activation code to the clipboard.

7. In your browser, go to subway.payactiv.com.

The Payactiv for Subway Franchisees activation screen opens in the browser.



8. Enter the information requested, including the activation code generated in LiveIQ and your store number.

To paste the activation code, put your cursor in the field for the activation code and either press Ctrl-V or right-click in the field and select Paste.

9. Check that the information is correct and click [Submit](#).

Once you submit the information, our partner team at Paychex® will reach out with the Payactiv agreement.

Paychex will forward your LiveIQ organization ID to Payactiv to validate. Payactiv stores the organization's ID for the enrollment process. LiveIQ also flags the organization as allowing Payactiv. The activation team from Payactiv will follow up to enable the API integration or set up file sharing if API integration is not available.

When your store is set up in the system, you will be able to invite your employees to join Payactiv from LiveIQ.