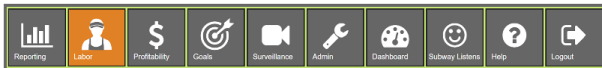


# How to Invite Employees to Get Started With Payactiv

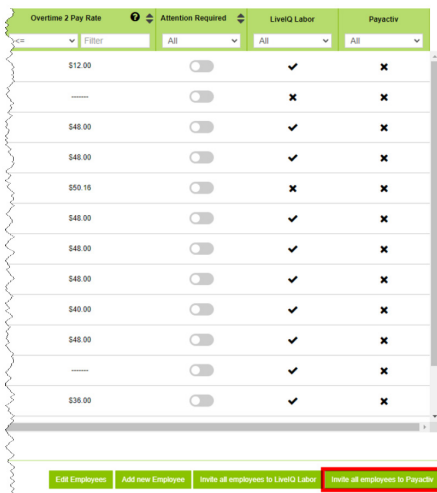
1. Log into **LivelQ**.
2. From the LivelQ toolbar, click **Labor**.



3. When the LivelQ Labor screen opens, click **Employee Maintenance**.



4. When the Employee Maintenance screen opens, you can invite an individual employee or all employees to use Payactiv.
  - To invite all employees, click **Invite all employees to Payactiv**.



- To invite an individual employee, follow these steps:
  - i. If you want to filter the list of employees to find those that have not yet been invited, scroll to the Payactiv column and click **Not Invited**.
  - ii. Scroll to the row for the employee that you want to invite and click **Invite** in the Payactiv column.
  - iii. Repeat for each employee that you want to invite.

Overtime 2 Pay Rate	Attention Required	LivelQ Labor	Payactiv
Filter	All	All	All
\$12.00	<input type="checkbox"/>	✓	Invite
-----	<input type="checkbox"/>	✗	✗
\$48.00	<input type="checkbox"/>	✓	✗
\$48.00	<input type="checkbox"/>	✓	✗
\$50.16	<input type="checkbox"/>	✗	✗

5. Whichever method you use, LivelQ sends an invite to the employee. The invite message includes a link to the LivelQ authentication site.

More information about how to launch Payactiv at your store is available at <https://subway.payactiv.com>. Check out the resources section for marketing materials including an employee explainer video, flyers, posters, and a microsite with employee facing information.