



## MEMORANDUM

January 16, 2012

RE: EZ Electric Employee Portal

Dear New EZ Electric Employee:

You have been granted access to a secure employee portal on our company internet site. Once logged in, you will be allowed to read/download company newsletters, change your mailing address, sign up for direct deposit, etc. As the site grows, you will be able to download company information/documents and watch training videos.

Attached are the instructions on how to access the Employee Portal.

If you have any questions or need assistance, please contact me and I will assist you.

Thanks!

Regards,

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