L&M FLEET SUPPLY

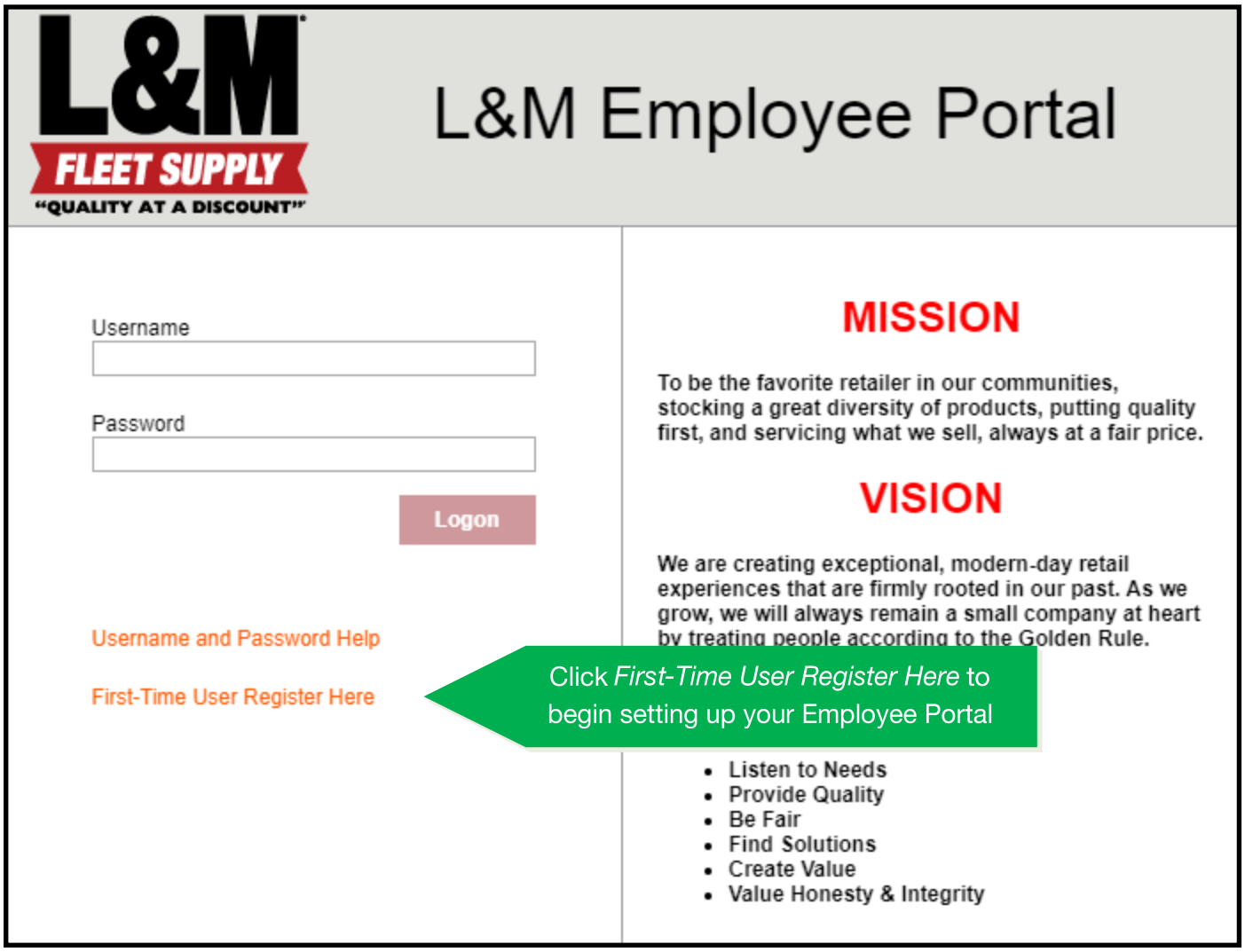
"QUALITY AT A DISCOUNT"®

L&M Employee Portal Log-In

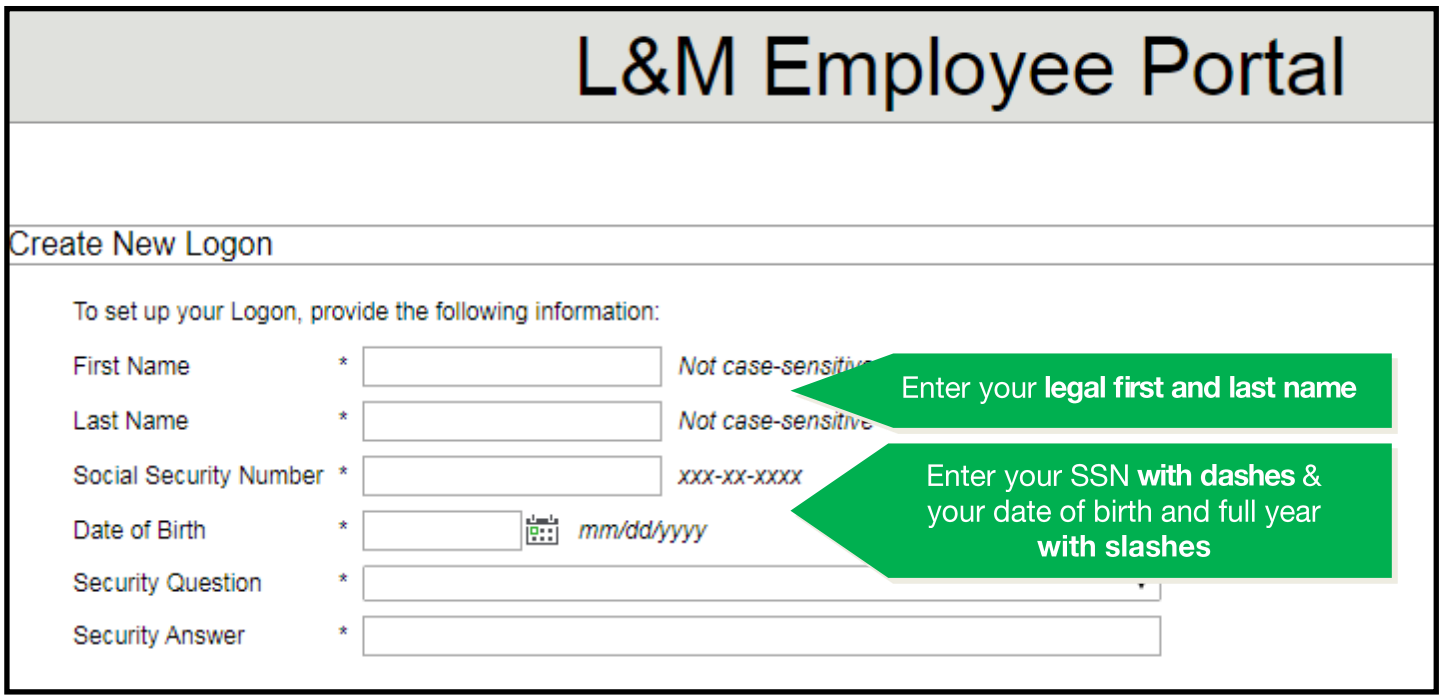
- Congratulations on your employment offer from L&M Supply! At this time, you will need to login to our Employee Portal to begin filling out the necessary pre-employment forms. The Portal is your one-stop-shop for Human Resources. You'll be able to find everything from pay history to your time off summary.
- From a computer or tablet, not a mobile device, visit https://lm-hr.hrmsasp.com/selfservice/ to begin.

Accessing The Portal: Step-by-Step

STEP ONE: When you reach the L&M Supply Employee Portal, click *First-Time User Register Here*

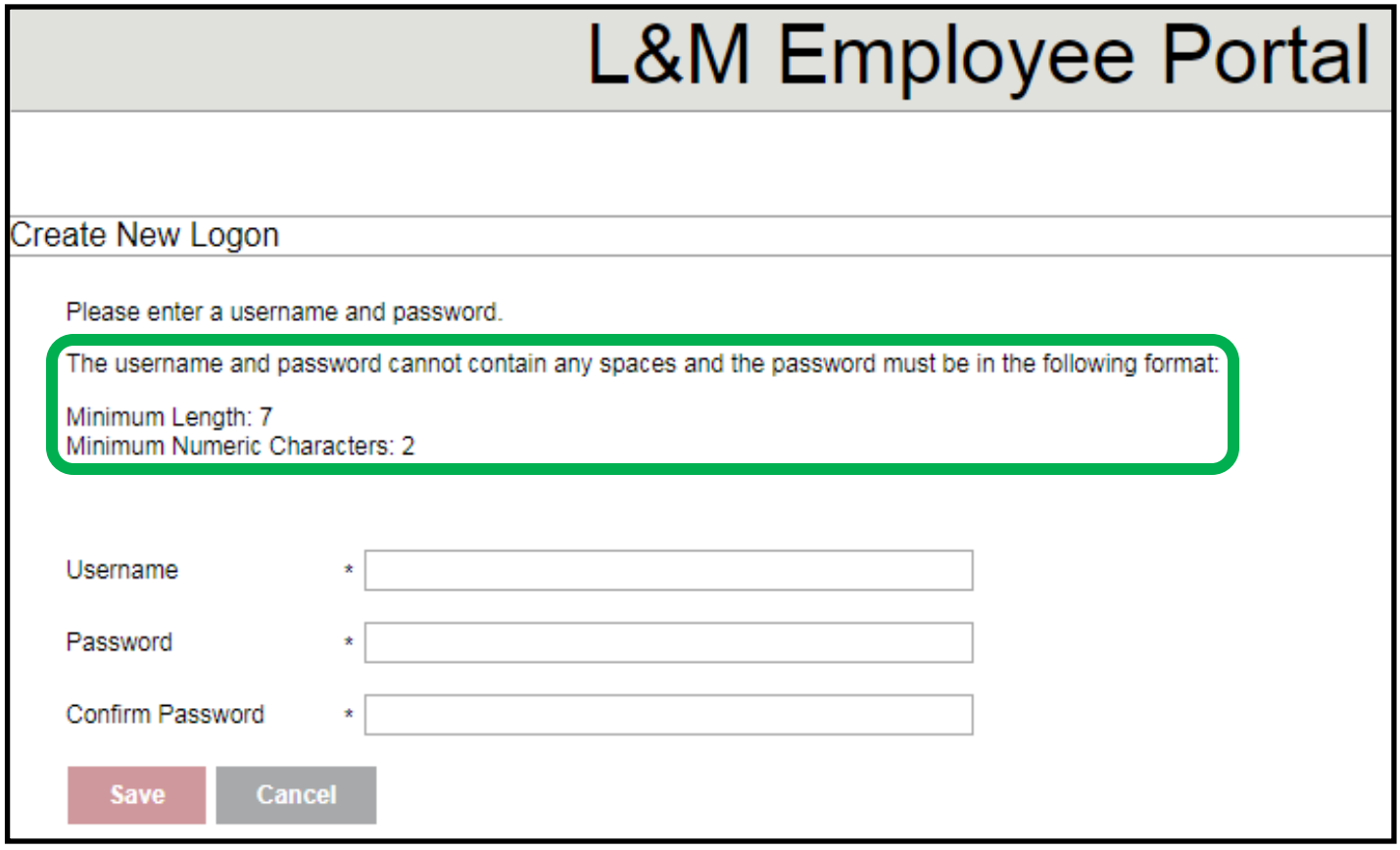


STEP TWO: Fill out the information to begin creating your account.



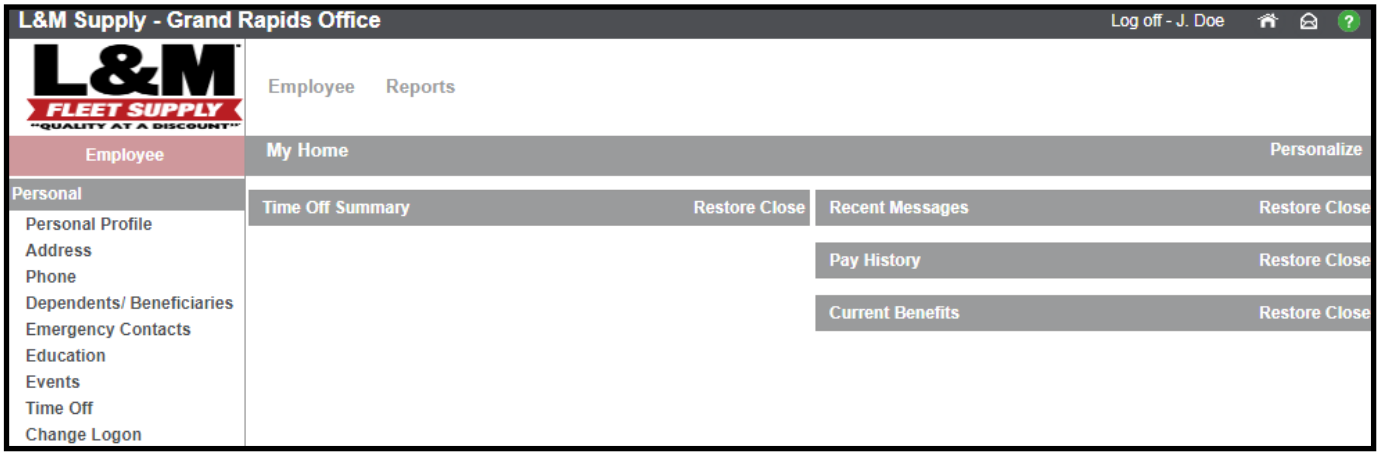
Then select and answer your security question. Click *Save* to move on. Save Cancel

STEP THREE: Create your username and password. Follow the listed username & password requirements.



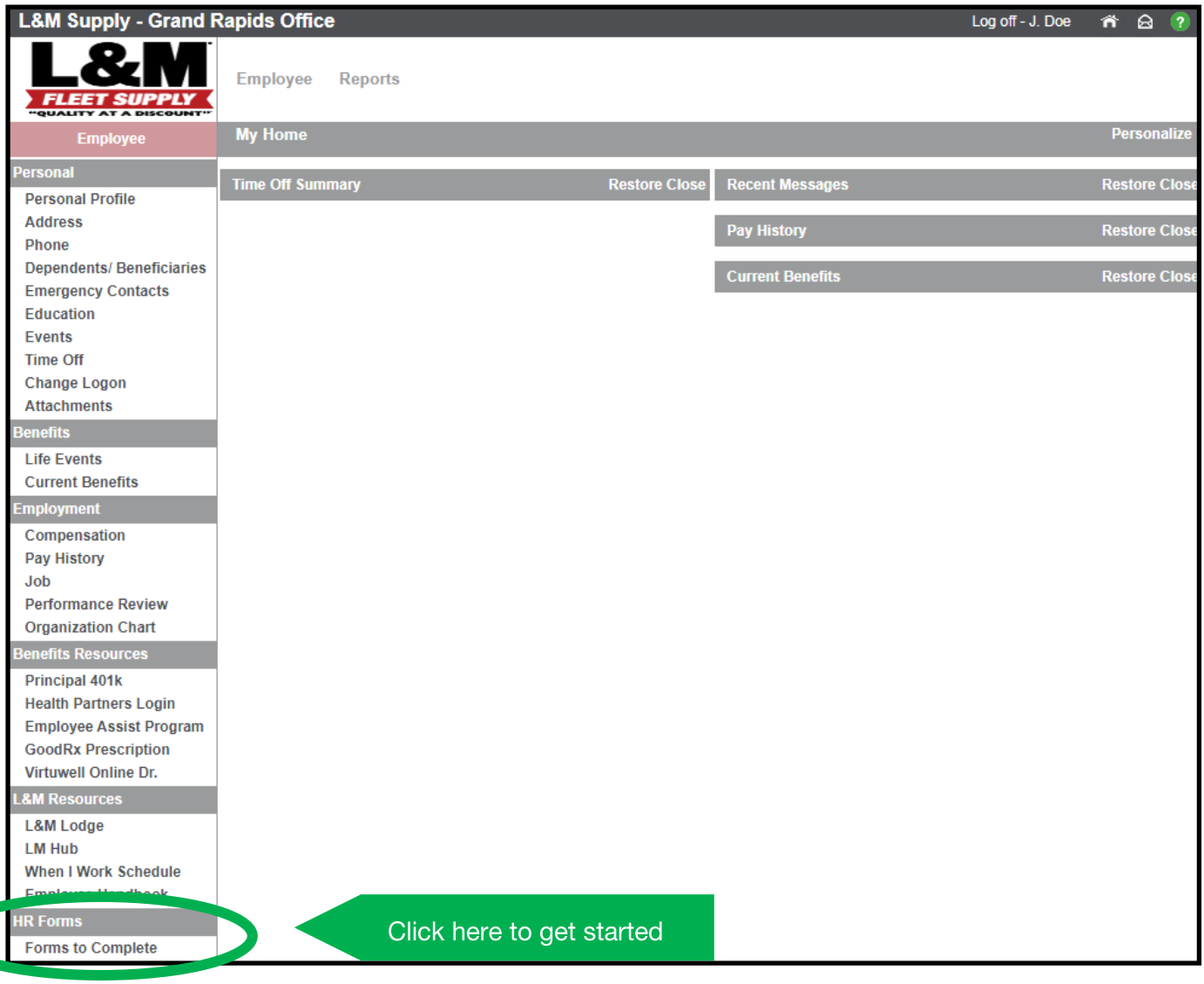
Click *Save* to move on.

STEP FOUR: You're in!

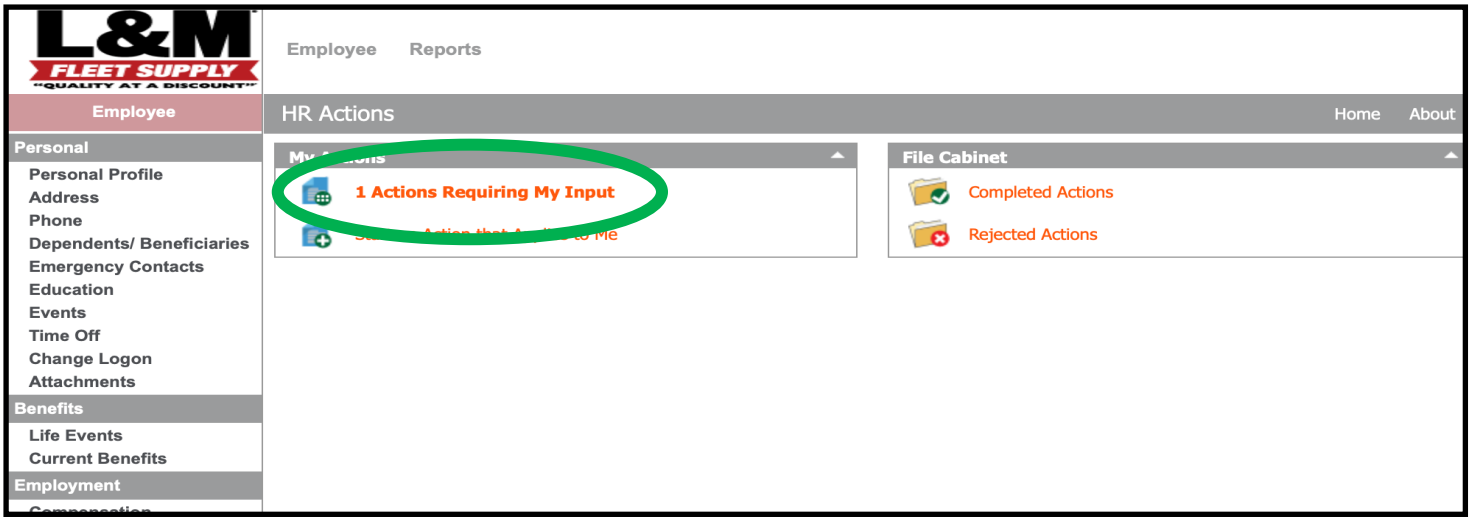


L&M Pre-Employment Forms: Step-by-Step

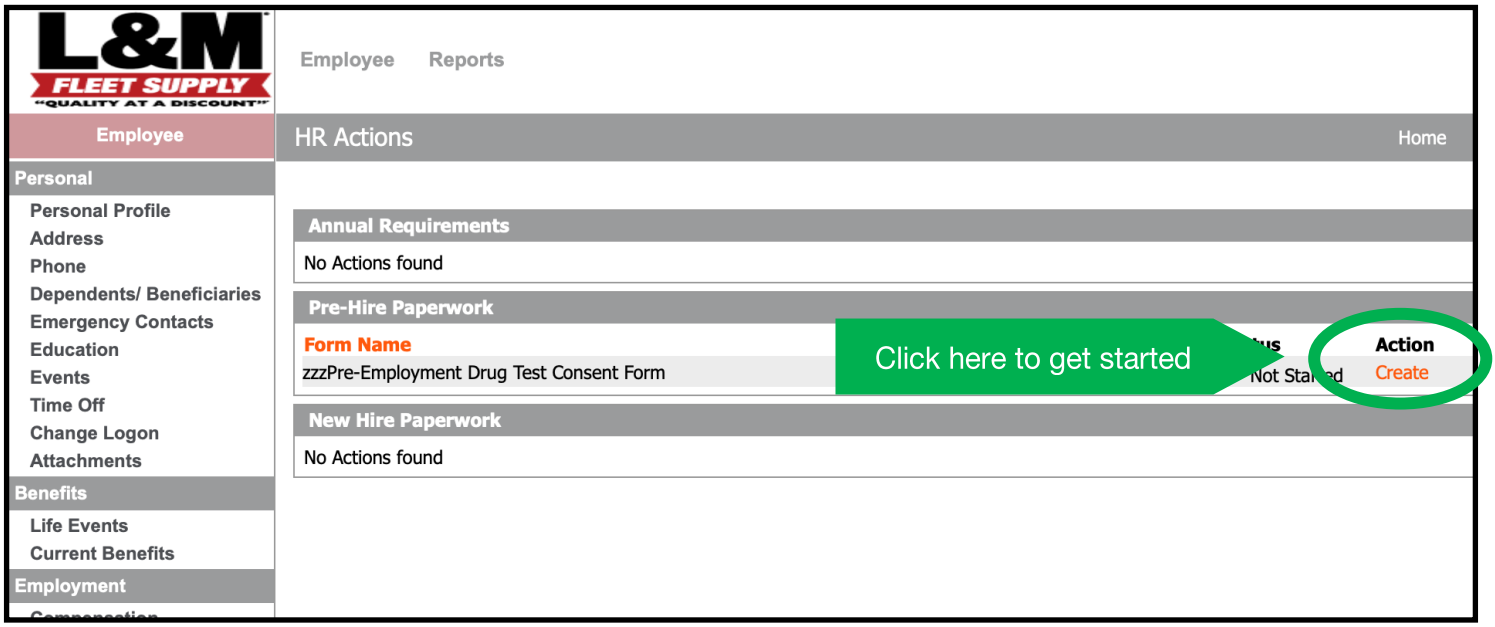
STEP ONE: From the Employee Portal Homepage, select *Forms To Complete* from the left menu.



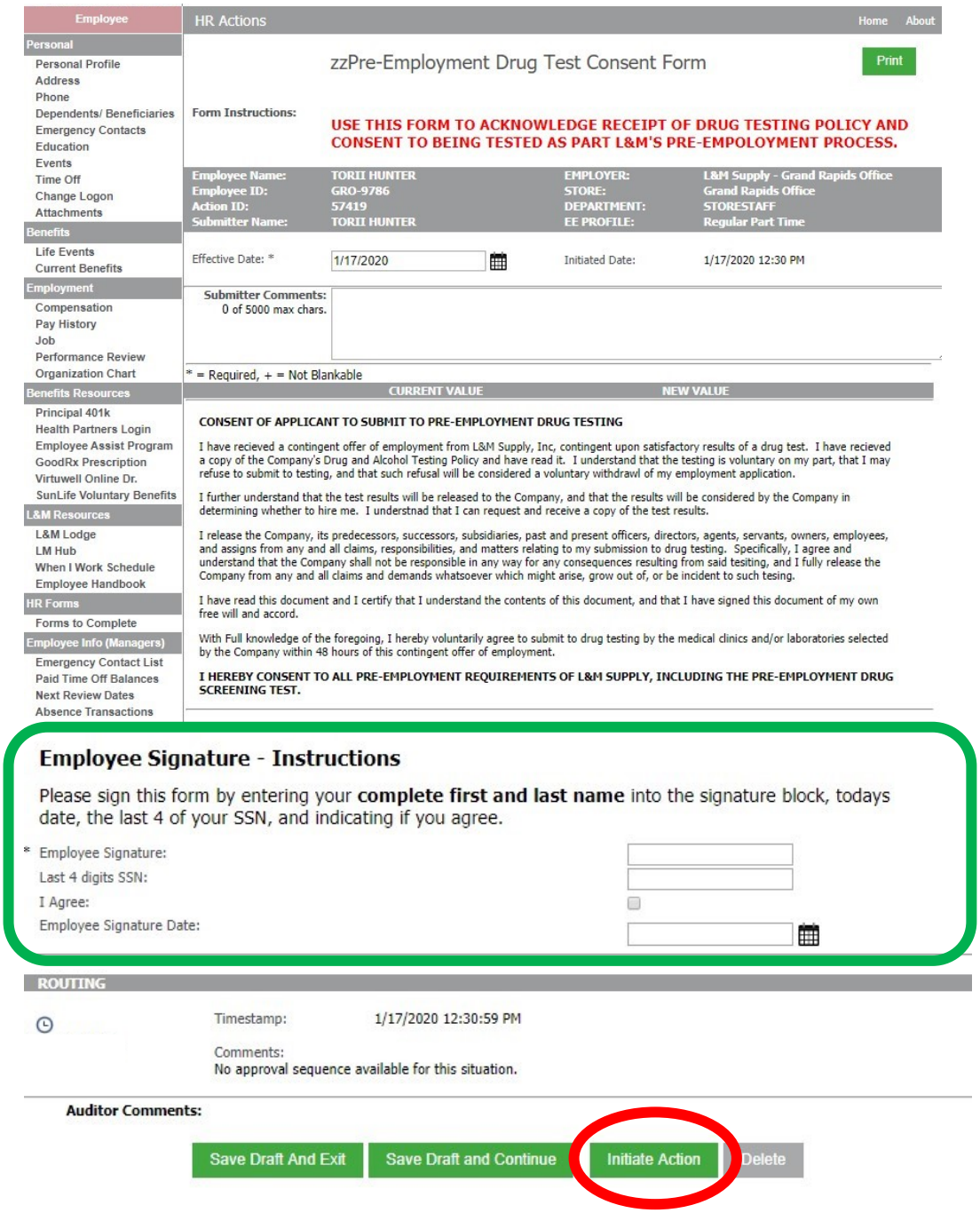
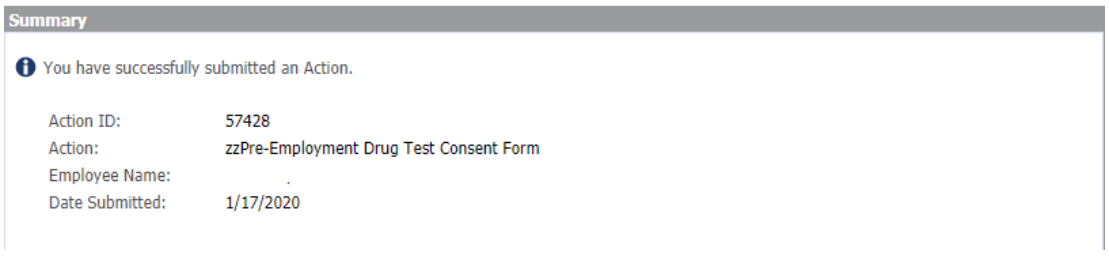
STEP TWO: From this page, click on *Actions Requiring My Input.*



STEP THREE: Under *Action*, select *Create* to begin filling out your required form.



STEP FOUR: To complete the form go to the *Employee Signature* section and enter your legal first and last name, todays date, the last 4 digits of your SSN and check *agree*.



Click *Initiate Action* to submit the form. When your form has been successfully submitted, you will see the summary screen below.