

Stay Connected with **eServe**



McLane Company is pleased to bring you **eServe** (Electronic Self Service) - your personal access to your personal information.

eServe allows you to view and change your personal information anytime. You can even view and/or change information from your home PC!

With **eServe**, you can . . .

- ❖ Review and update your personal information, including:
 - ⊗ Home and Mailing Address
 - ⊗ Phone Numbers
 - ⊗ Email Addresses
 - ⊗ Emergency Contacts
 - ⊗ Name
 - ⊗ Ethnic Group(s)
- ❖ Review and print your pay stub.
- ❖ Review your pay and compensation history and update your direct deposit.
- ❖ Review health, insurance, 401(k) and other benefits information.



eServe uses the same information as your human resources, benefits, and payroll departments, so you see your most up-to-date information.

You will be able to access **eServe** on any computer that can connect to the McLane Intranet or the Internet. This means you can view your information 24 hours a day, seven days a week.

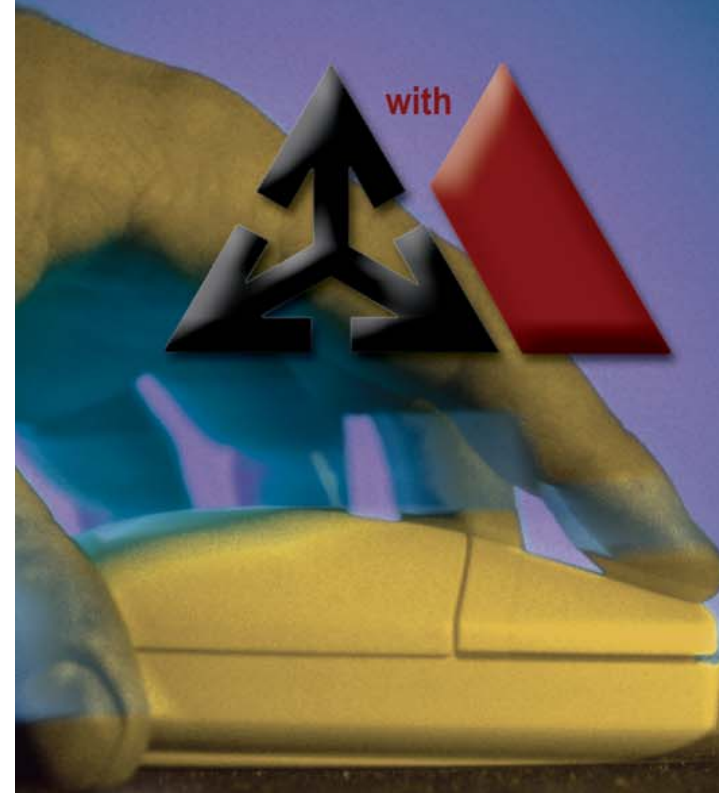
eServe is a secure application. User IDs, passwords, encryption, and other measures have been taken to secure your access and personal information. You will be given a user ID and it is your responsibility to protect your password - do not share it with others.

Training will be available at your work location. Guidance on how to access and use **eServe** will also be available anytime by contacting your HR Manager or Learning and Development Specialist (LDS).

We hope you will enjoy this exciting new service, and encourage you to provide your HR Manager with feedback about your experiences with **eServe**. This will allow us to enhance and continue to provide teammates with the ease and convenience of **eServe**.



STAY — **CONNECTED**



**Electronic
Self Service
eServe**