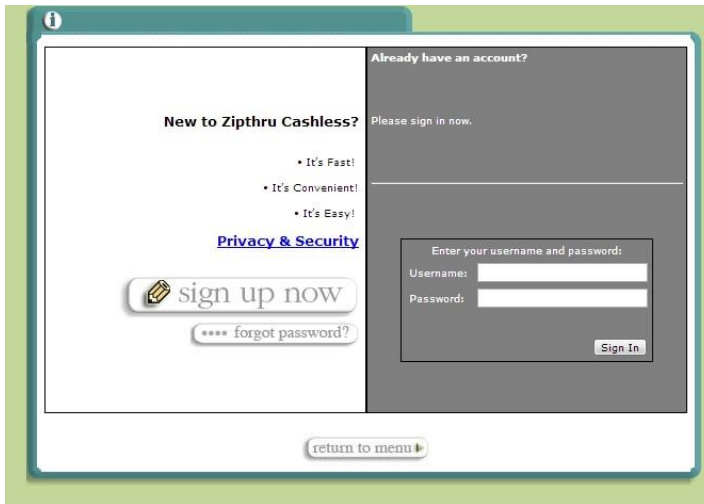


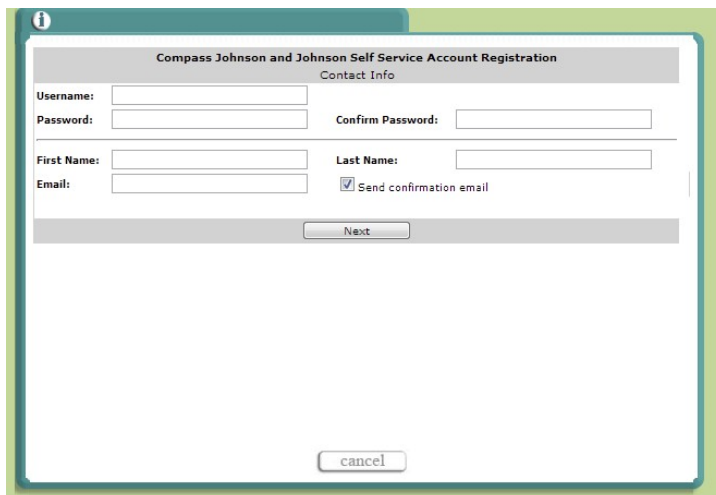
To Register an Account

1. Log onto <http://jjwhq.zipthrucashless.com> and Click - **Sign-up Now**



The screenshot shows the Zipthru Cashless registration page. On the left, under "New to Zipthru Cashless?", there are three bullet points: "It's Fast!", "It's Convenient!", and "It's Easy!". Below these is a link for "Privacy & Security" and a large "sign up now" button with a pencil icon. A "forgot password?" link is also present. On the right, under "Already have an account?", there is a "Please sign in now." prompt and a sign-in form with fields for "Username:" and "Password:", and a "Sign In" button. A "return to menu" button is at the bottom.

2. Create an Account

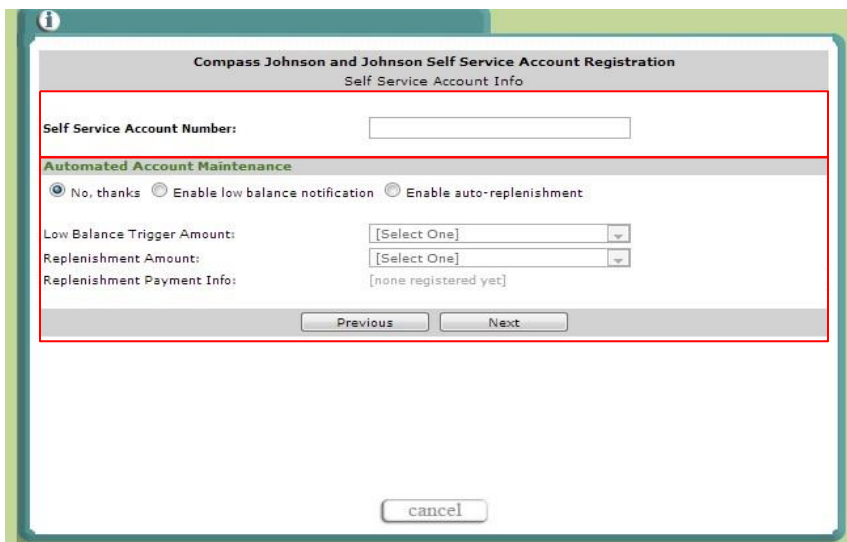
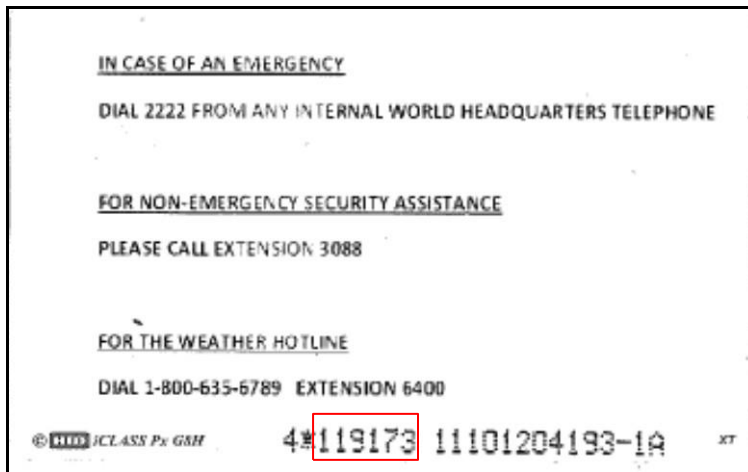


The screenshot shows the "Compass Johnson and Johnson Self Service Account Registration" form. The title is "Compass Johnson and Johnson Self Service Account Registration" and the section is "Contact Info". The form has the following fields: "Username:", "Password:", "Confirm Password:", "First Name:", "Last Name:", and "Email:". There is a checkbox for "Send confirmation email" which is checked. A "Next" button is at the bottom of the form, and a "cancel" button is at the bottom of the page.

- a. Create unique- **User Name**
- b. Create Password - **Password**
- c. Re-enter - **Password**
- d. Type - **First** and **Last Name**
- e. Type - **email address**
- f. Re-enter - **email address**

3. Enter your - **Self Service Account Number**

This number is the 6 digit sequence immediately following "4*" located on the back of your J&J Identification Badge. For example, see Figure 1.



Step 3 - Enter the Self Service Account Number

Step 4 - Select the Automated Account Maintenance preference along with the Low Balance Trigger and Replenishment Amounts as applicable

4. Select your - **Automated Account Maintenance** preference

- a. **No, thanks** - no email notification and credit card information not saved.
- b. **Enable low balance notification** - Notification will be sent to email address on file whenever Low Balance Trigger Amount is reached.
- c. **Enable auto replenishment** - Amount to be auto funded with credit card on file when Low Balance Trigger Amount is reached.

Click on **Next**

5. Payment Info

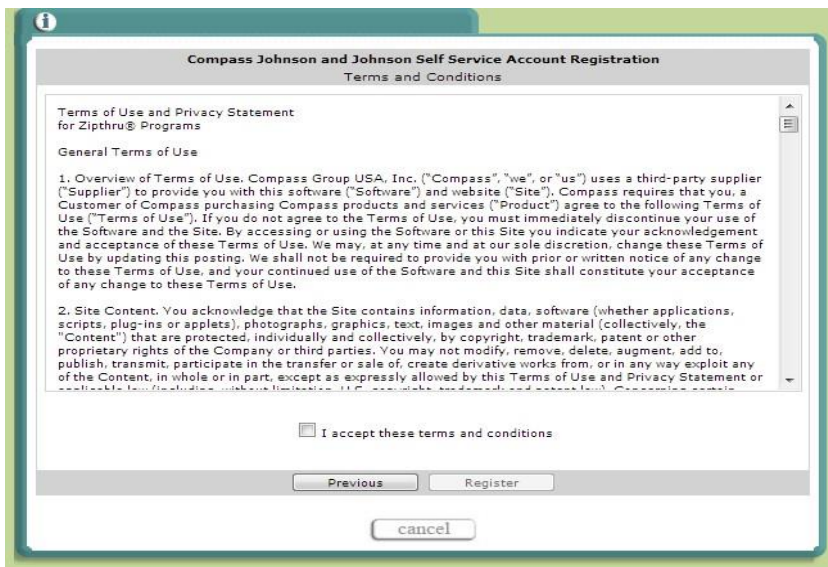
- Select **Tender type**
- Enter your **Credit or Debit Card number**
- Select **Expiration Month and Year**



The screenshot shows a web form titled "Compass Johnson and Johnson Self Service Account Registration" with a sub-heading "Payment Info". It contains two rows of input fields. The first row has "Tender Type:" with a dropdown menu set to "American Express" and "Card Number:" with an empty text box. The second row has "Expiration Month:" with a dropdown menu set to "April" and "Expiration Year:" with a dropdown menu set to "2015". Below the fields are two buttons: "Previous" and "Next".

Click - **Next**

6. Review - Terms and Conditions

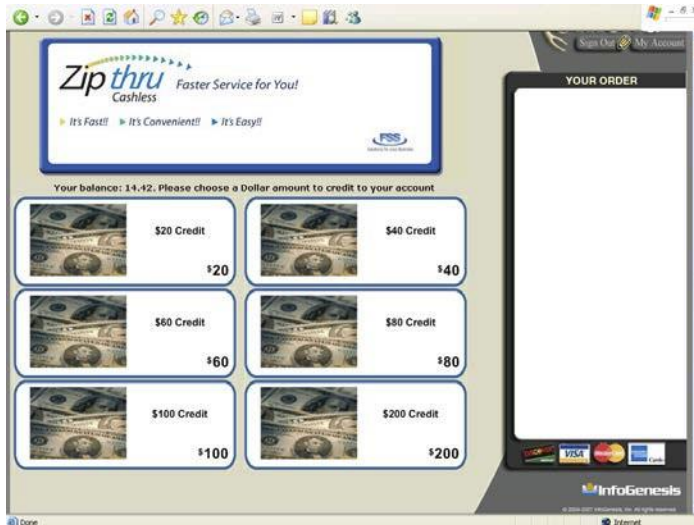


The screenshot shows a web form titled "Compass Johnson and Johnson Self Service Account Registration" with a sub-heading "Terms and Conditions". It displays the "Terms of Use and Privacy Statement for Zipthru® Programs" and "General Terms of Use". The text includes two numbered sections: "1. Overview of Terms of Use..." and "2. Site Content...". At the bottom of the text area is a checkbox labeled "I accept these terms and conditions". Below the text area are three buttons: "Previous", "Register", and "cancel".

- Click - **"I accept these terms and conditions"**
- Click - **Register**

To Add Funds to Your Card

1. Log onto <http://jjwhq.zipthrucashless.com>
 - a. Enter - **username**
 - b. Enter - **password**



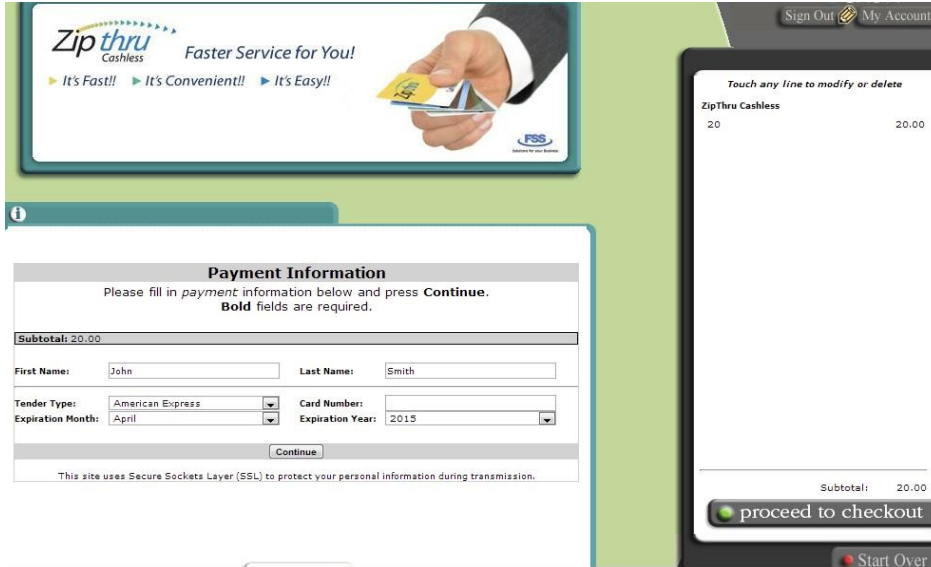
2. Click - select the desired **dollar amount**.
3. **Choose your quantity**

Note: Amount entered will be multiplied by the selected **dollar mount**.



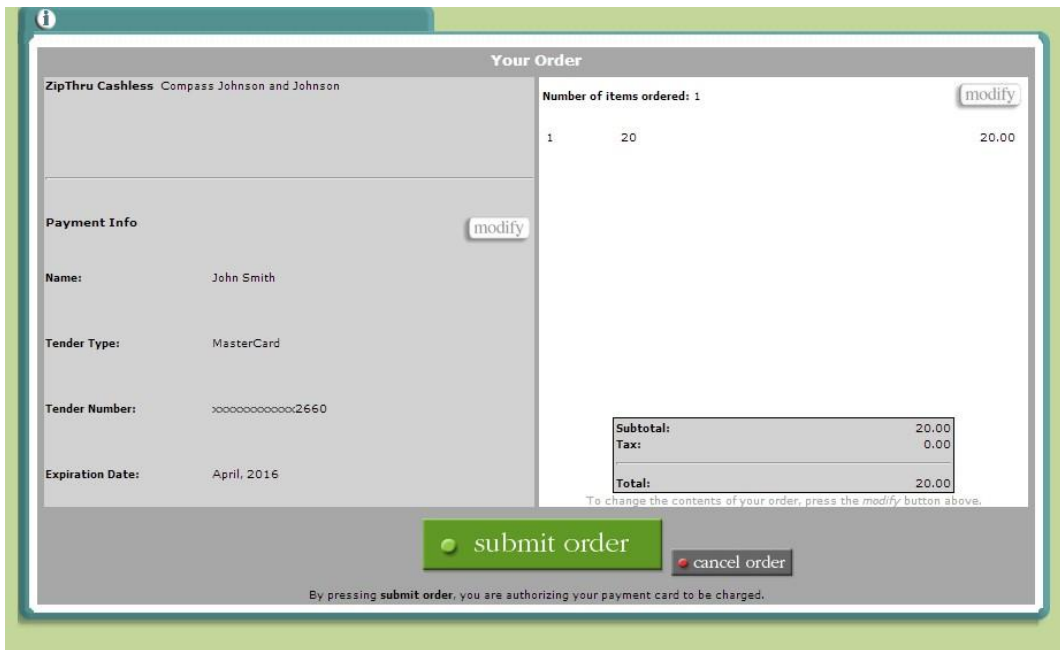
4. Click - **Add** to place order

5. Enter - **Credit or Debit Card** information



Click - **Continue**

6. **Review and Submit your Order**

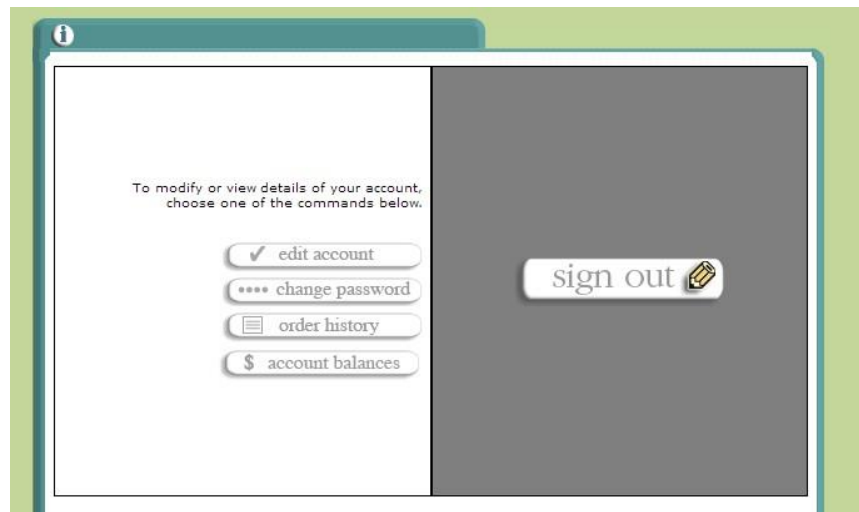
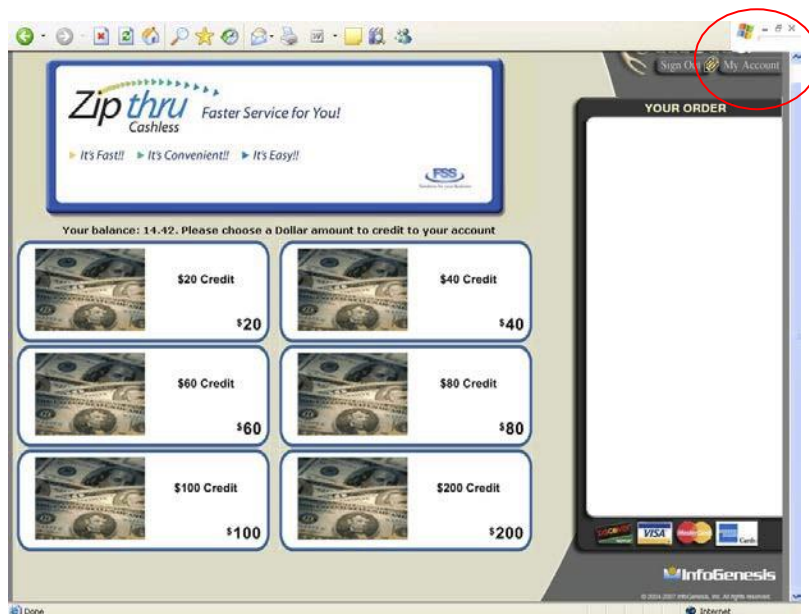


Click - **Submit Order**

Click - **Sign Out**

To Manage Your Existing Account

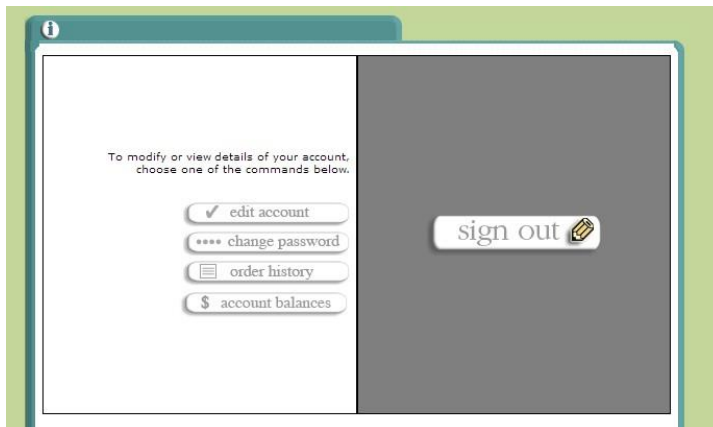
1. Log onto <http://jjwhq.zipthrucashless.com> using your username and password
2. Click - **My Account**



- a. Click - **Edit Account** to change profile information, Self Service Account Number, Automated Account Maintenance, Enable Low Balance Notification” or “Enable auto-replenishment” and modify Credit Card number.
- b. Click **Change Password** if you want to change your password
- c. Click **Order History** to view past transactions
- d. Click **Account Balance** for balance information

Important feature you should know about:

1. From ‘My Account’ Click **Edit Account**



- a. Continue clicking **Next** until you reach the Account Maintenance Window



- b. To modify - **Self Service Account Number**

-
- This number enables the activation of your J&J Identification Badge
 - If you ever change badges you will need to update this number
 - a. **If you lose or misplace your badge don't forget to contact the Café manager to deactivate your account to protect from unauthorized use of your badge and funds.** Once you locate your badge or obtain a new badge you will enter the Self Service Account Number to activate your Zipthru feature and notify the Café Manager to ensure the funds are released back to your account.
 - c. Click - **Next** to proceed to next windows until you can click **Save**.