

Welcome to CardWorks!

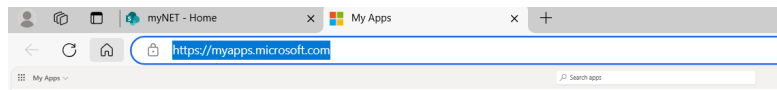
This New Hire QuickStart Reference Card has been designed and provided to explain how to access corporate systems you will need as an employee. These corporate systems include:

- CardWorks Intranet (myNET)
- Outlook (email)
- Teams (chat)
- Workday (HRIS/payroll)
- Blissbook (Employee handbook)

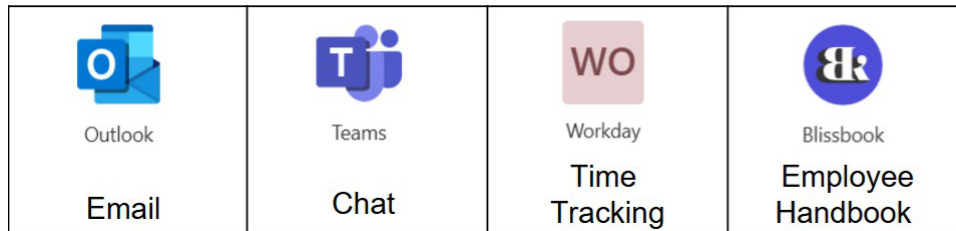
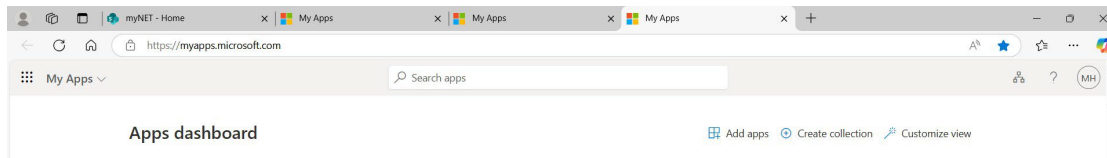
Accessing Corporate Systems:

Reminder: When working from home and not on the corporate network, connect to GlobalProtect before logging into any applications.

- Click the Microsoft Edge icon from your desktop (main computer screen).
- The CardWorks Intranet should be displayed (internal myNET).
- Access the Apps dashboard by typing <https://myapps.microsoft.com/> in the Edge browser window and pressing **enter**.



Select the tab for the corporate system to access (tiles will change based on user privilege):



Need Help?

If you have any questions regarding Benefits, Payroll, or Technology, please contact the appropriate team using the information below.

Benefits	BenefitDept@cardworks.com
Payroll	PayRollDept@cardworks.com
Technology	Contact the Service Desk: Immediate assistance: Phone: 800-204-0581 or Live Chat Non Urgent Issues: Get Help Requests: Use our Self Service Portal