



Lazy Dog Restaurants would like you to know the following is available to you 24/7:

- Print/Download copies of your paystubs
- View/Edit your Employee Profile
- Add or update direct deposit
- View and download W2
- Request sick time

Your data is protected with state-of-the-art security with built-in encryption and user authentication. Follow the login instructions below for first-time users and password resets.

Start by entering this link <https://my.ldeat.com>

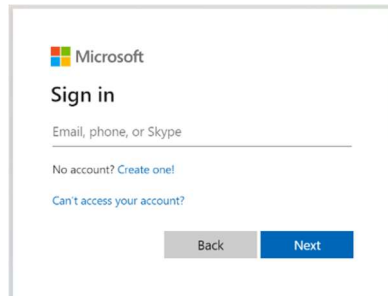


User Name is your six digit employee id with leading zero(s):

#####@ldeat.com

First time password is your birthdate: **mmddyyyy**

Issues logging in? Visit the Password Reset page at <https://passwordreset.microsoftonline.com/> to reset your password or email IT@lazydogrestaurants.com for additional questions.



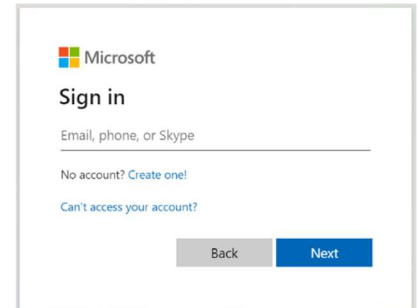
Hacer clic en la pagina: <https://my.ldeat.com>

Su nombre de usuario son los seis (6) numeros de su identificacion de empleado comenzando con el numero cero seguido por, @ldeat.com

(ejemplo - 012345@ldeat.com / 001234@ldeat.com).

Su contraseña por la primera vez es tu fecha de nacimiento en forma: MMDDYYYY

Problemas? Para restablecer su contraseña visite <https://passwordreset.microsoftonline.com/> y para preguntas adicionales manda correo electrónico a it@lazydogrestaurants.com



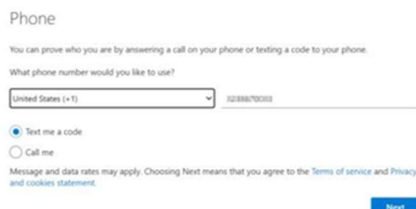
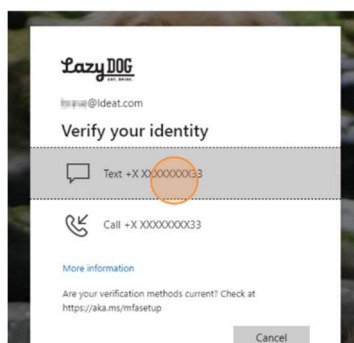
1st Sign in Steps: use your our cell number or the Microsoft Authenticator app (Download on from Google Play or App Store) will be used for the multi-factor authentication process. / **Inicio de primera ves:** Use su numero de celular o registre en el App "Microsoft Authenticator" para completar la autenticación.

Select Authentication method /

Elije metodo de autenticacion

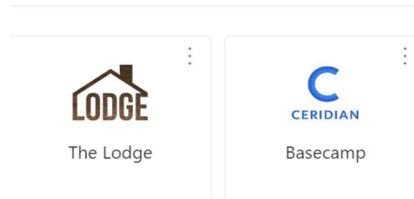
Follow the on-screen prompts to change your default password /

Sigue las instuciones en la pantalla para cambiar su contraseña inicial



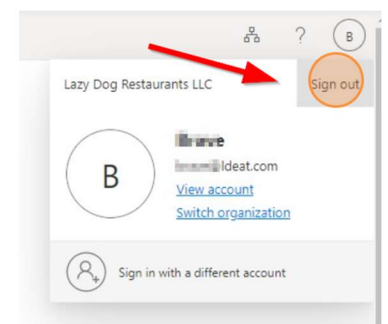
Once on the login Portal select the basecamp app / Una vez en el Pagina de aplicaciones

✓ Teammates



en el Pagina de aplicaciones seleccione la aplicación Basecamp

Remember to sign out after each session. / Favor de salir de la pagina usando el "Sign out"

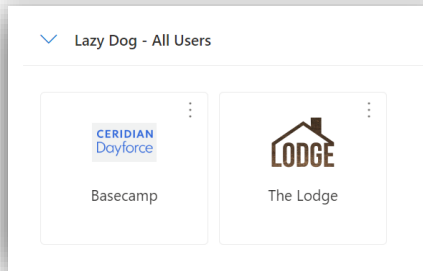


SINGLE SIGN ON PORTAL

Introducing the Lazy Dog Single Sign On (SSO) portal. This portal creates a one stop shop to access your essential applications to seamlessly log in to each without additional sign-ons.

WHAT IS A SINGLE SIGN ON PORTAL?

A secure single portal gives you access to different applications (e.g. BaseCamp and Lodge), and replaces the unique passwords for each available application.



How does it work?

- The Single Sign On portal will automatically become the start screen for the internet browser on restaurant computers.
- Login using your @Ideat.com username and password, default 1st time password is birthdate: MMDDYYYY
- Select the application you would like to use (open on a new tab).
- **Important Security Step:** Close your browser after each use, which will log you out of your portal.
- More applications to be released in the future.

Issues logging in?

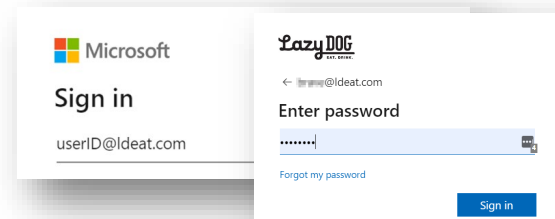
- Forgot Password: Use standard Microsoft password reset process.
- Other issues: Reach out to IT@lazydogrestaurants.com.

1ST SIGN-IN STEPS

Note: All teammates + new MGRs will go through these steps.

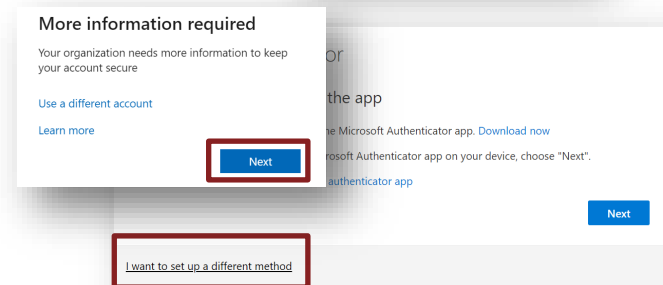
1 Initiate Sign in.

- Open internet browser.
- Enter provided Microsoft User ID + Password.



2 Select Multi-Factor preferences.

- Select **Next** on initial **More information required** screen.
- Follow directions to set up **Microsoft Authenticator**
- or Select **I want to set up a different method**.



3 Add phone number + create new password.

- Select **Phone** from drop down + **Confirm**.
- Add phone, choose **text** or **call**, + select **Next**.
- Enter the texted code or follow the in-call prompts.
- Once you confirm + complete, create a new password.

