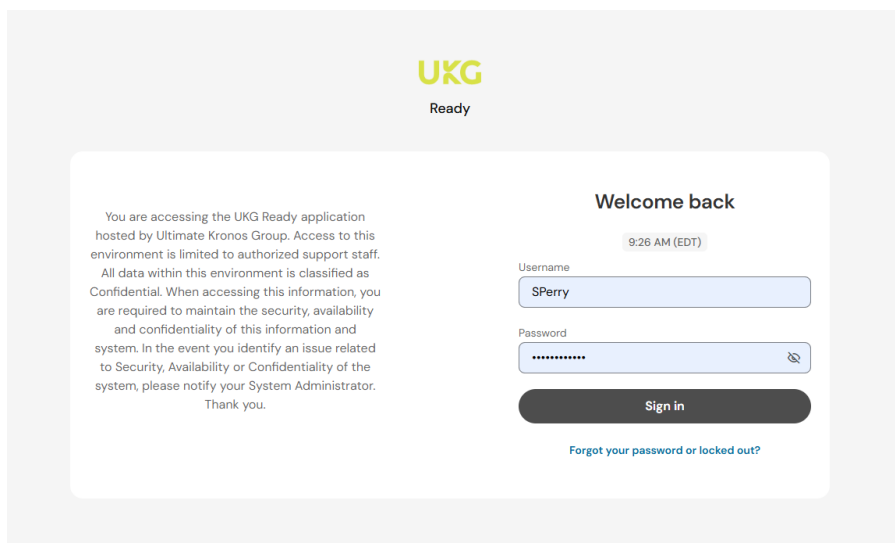


ICM Controls and UKG/Twilio Opt-in and Opt-out Procedures

Opt-In Procedures

LOGIN

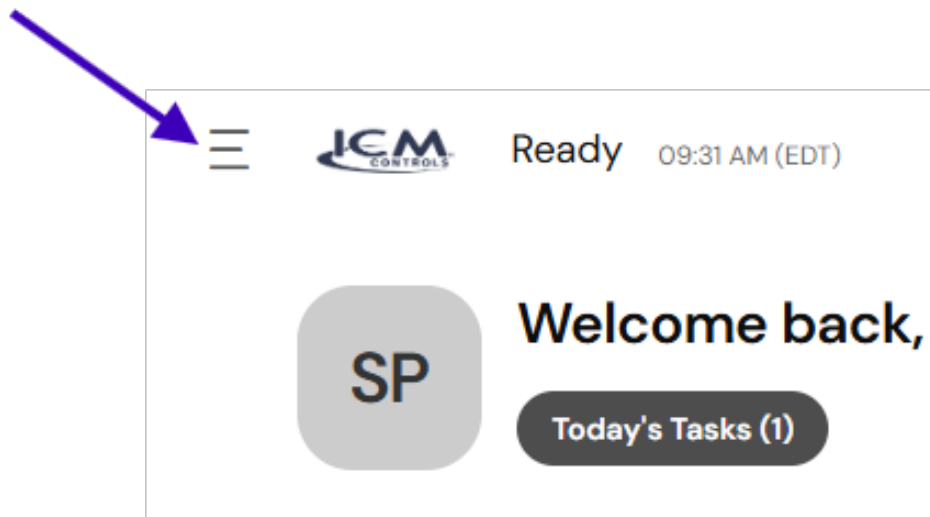
1. ICM Controls Corp. employees opt in through their authenticated UKG Ready employee account under My Information > Notification Preferences. They must log in to their UKG ready app to do so.



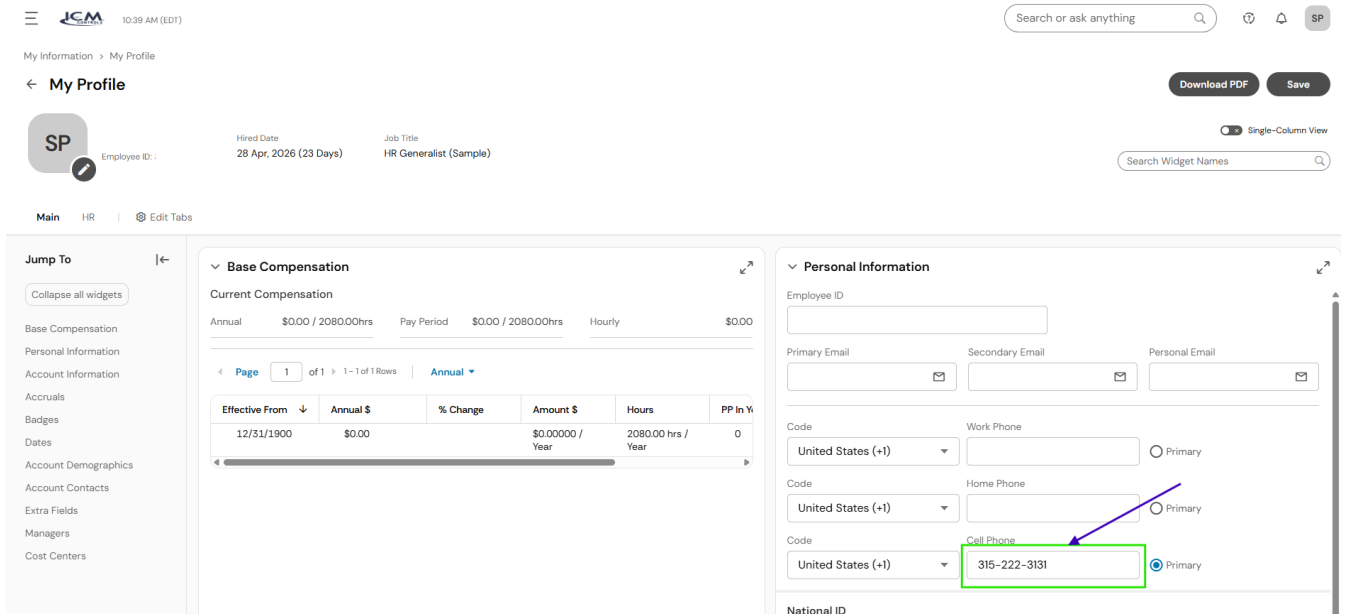
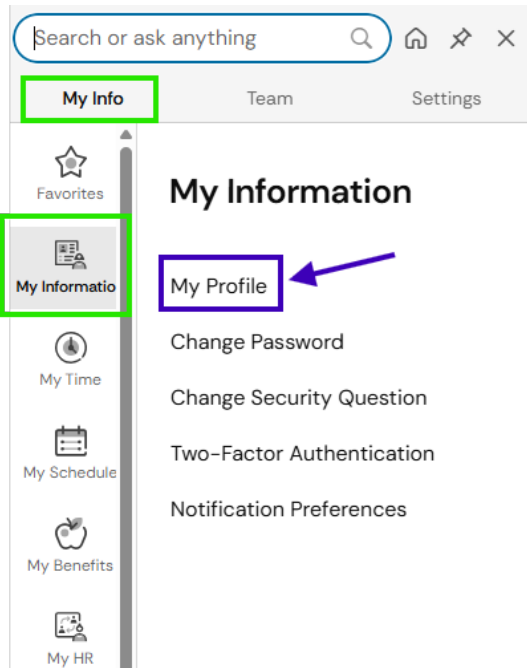
VERIFY

2. Verify the Phone number listed in your account profile is correct.

Step1- Click on the menu overflow in the upper left corner like in the image below.



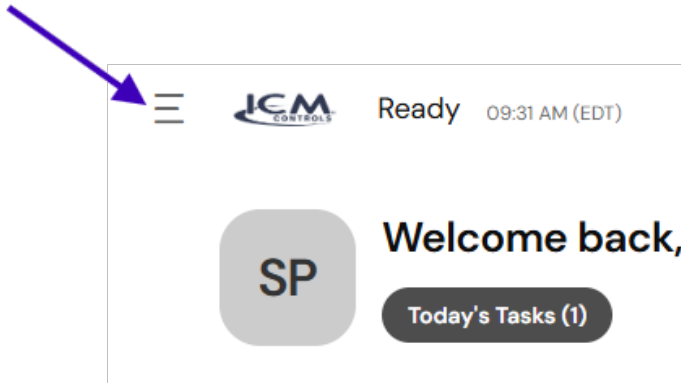
Step 2- Select the top tab “My Info”, then in the left Tab select “My Information”. In the right view pane select “My Profile”. In the new window **verify** your cell phone number is correct and entered like in the example images below.



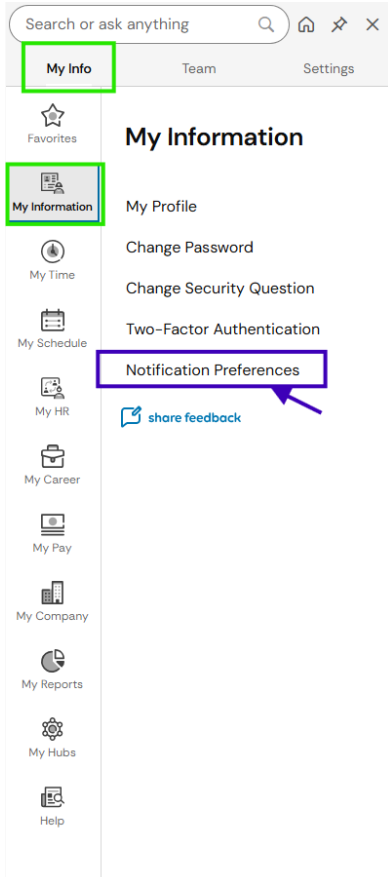
CHANGE NOTIFICATION SETTINGS / AGREE TO TERMS AND CONDITIONS

3. User's must navigate to their "Notification Preferences" page and select the SMS option.

Step1- Click on the menu overflow in the upper left corner like in the image below.



Step 2- Select the top tab "My Info", then in the left Tab select "My Information". In the right view pane your "Notification Preferences" will be visible. Select "Notification Preferences" as displayed in the image below.



Step 3 – Check the box labeled “**SMS**” and verify that your number is correct adjacent to the checkbox on the right side.

My Information > Notification Preferences

← Notification Preferences Save

Select Delivery Method

- Primary Email
- Broadcast Email
- Mailbox
- Broadcast Mailbox
- SMS
- Broadcast SMS

United States +1315-222-3131

This prompts you to “Confirm text updates and terms”

Notification Preferences

Select Delivery Method

- Primary Email
- Broadcast Email
- Mailbox
- Broadcast Mailbox
- SMS
- Broadcast SMS

Confirm text updates and terms

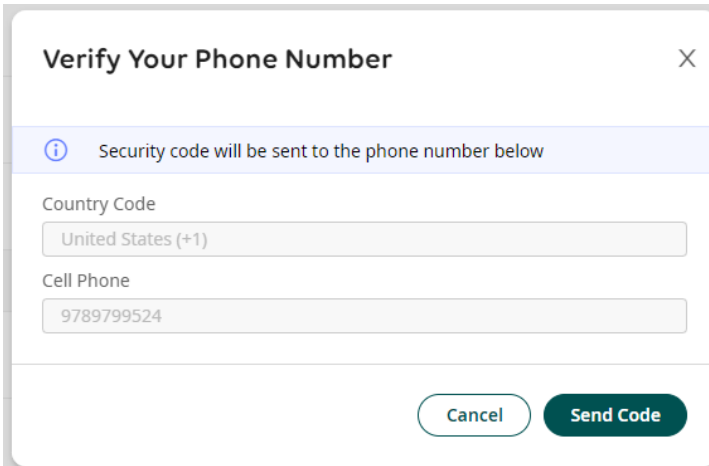
Get text message updates about your account
I agree to receive automated SMS notifications from my employer. Msg frequency may vary. Msg & data rates may apply. Reply STOP to opt out or HELP for help.

Agree to terms and/or privacy policy
I accept the [Terms of Service](#) and [Privacy Policy](#)

Cancel Confirm

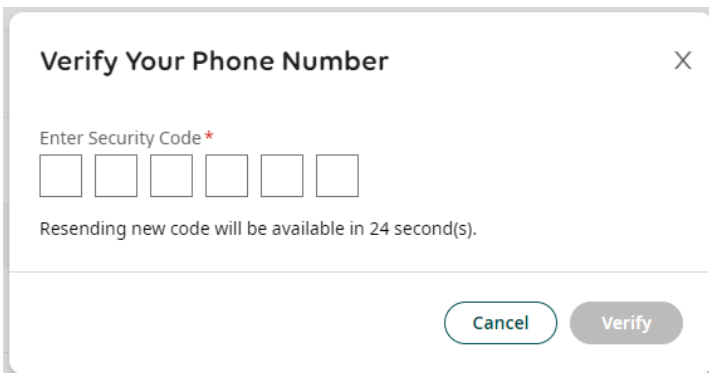
"By checking this box, I agree to receive SMS employee account notifications from ICM Controls Corp at the mobile number provided. Message frequency varies. Message and data rates may apply. Reply HELP for help and STOP to opt out. Consent is not a condition of employment. Terms and Conditions: [https://www.icmcontrols.com/sms-terms-and-conditions/]. Privacy Policy: [https://www.icmcontrols.com/privacy-policy/]."

After agreeing to Terms and Conditions, the user will be asked to confirm, or change, the cell phone number they'd like to receive messages at.



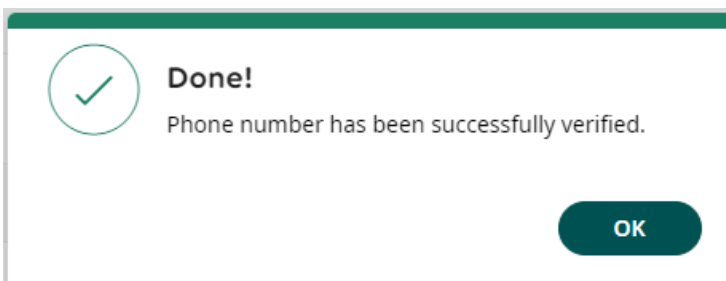
A dialog box titled "Verify Your Phone Number" with a close button (X) in the top right corner. Below the title is a light blue information bar with an information icon (i) and the text "Security code will be sent to the phone number below". Underneath, there are two input fields: "Country Code" with the value "United States (+1)" and "Cell Phone" with the value "9789799524". At the bottom, there are two buttons: "Cancel" and "Send Code".

User will have to send a code to their selected number and verify it.

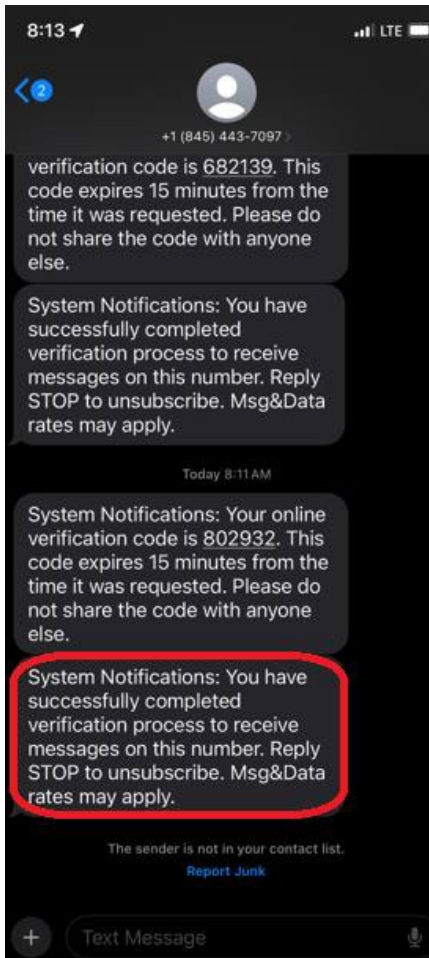


A dialog box titled "Verify Your Phone Number" with a close button (X) in the top right corner. Below the title is the text "Enter Security Code*" followed by six empty input boxes. Below the input boxes is the text "Resending new code will be available in 24 second(s)". At the bottom, there are two buttons: "Cancel" and "Verify".

Once verified, the user will be informed they have successfully verified and registered their number



A dialog box with a green header bar. On the left is a green checkmark icon inside a circle. To the right of the icon is the text "Done!" followed by "Phone number has been successfully verified." At the bottom right, there is a green button with the text "OK".

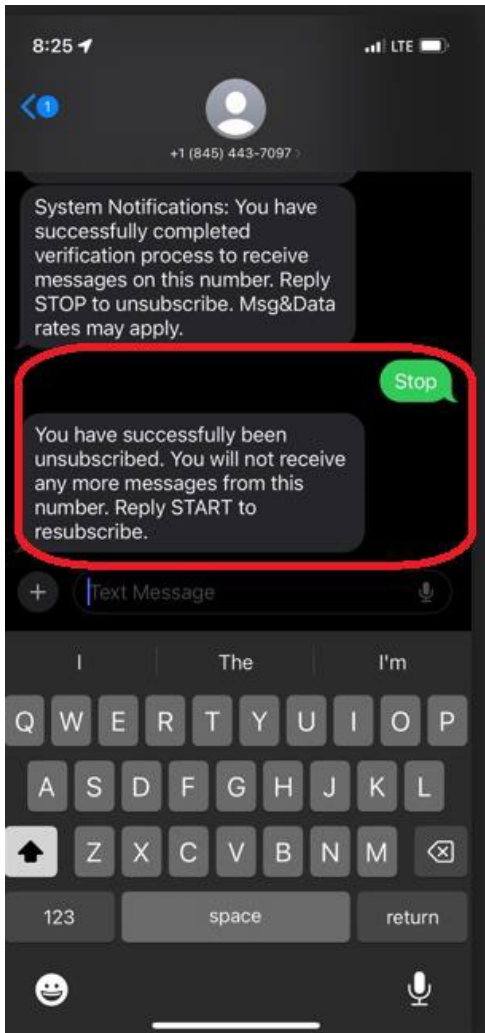


*Important Note: By default, **ALL employees** within your company are opted-out when the SMS Integration with Twilio Marketplace item is enabled for your company.*

Opt-out Procedures

An employee/applicant can opt-out of the SMS messages in two ways.

1. ICM Controls users can reply STOP to the text message they receive from the service.



2. They can navigate back to their Notification Preferences page in the application and unselect the SMS checkbox.

