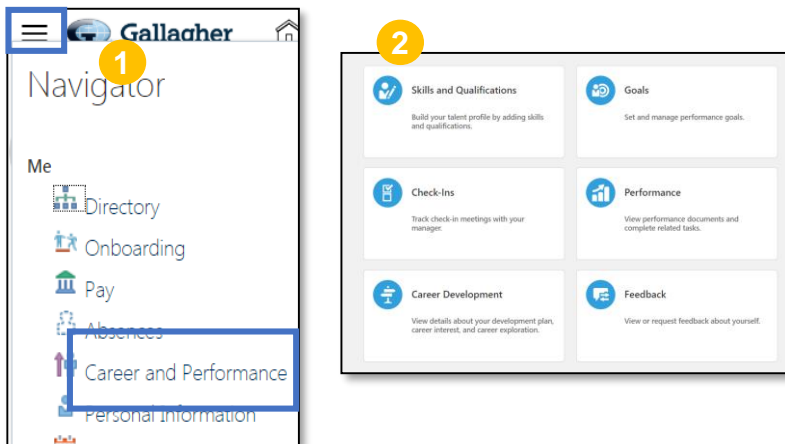


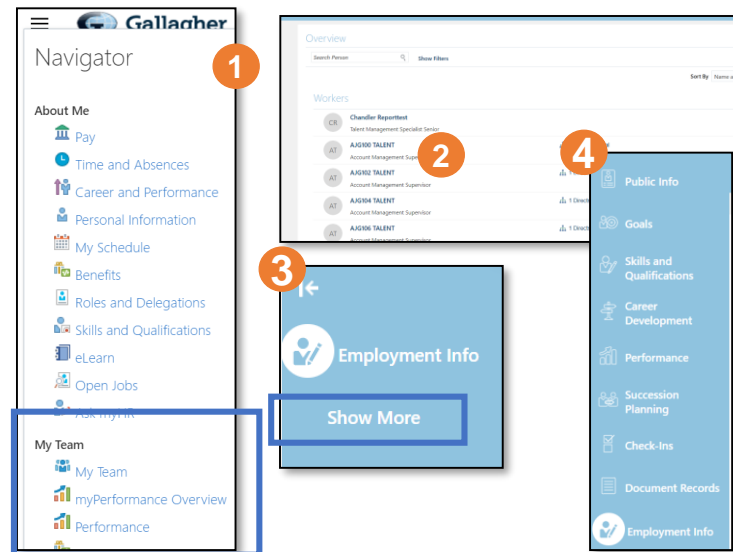
You can access myPerformance by logging into myHR at www.ajg.com/myHR

A. Access myPerformance for yourself



1. From your myHR home page Navigator menu, select “Career and Performance”
2. Select the desired module under the Career and Performance screen

B. Accessing myPerformance for My Team – Applicable for Managers Only



1. Click the Navigator and then select the My Team to be directed to the My Team Screen, Performance Module, or the myPerformance Overview Module
2. Within My Team, select the desired employee.
3. Click “Show More”
4. Select the desired myPerformance capability from the selection list

C. General Navigation Tips

1. myHR and the myPerformance modules operate best in the Google Chrome browser.
2. If you haven't already, enable browser pop-ups for myHR.
3. For the most consistent experience, try to not navigate back and forth with your browser navigation tools, but within myHR itself.
4. myPerformance autosaves any updates to forms every 5 minutes. To make sure you don't lose any information, be sure to manually save before you exit or work on something else.
5. For additional training and resources, visit www.ajg.com/myPerformance.
6. For technical support, email myPerformance@ajg.com.