FOLLOW THESE STEPS TO ACCESS YOUR NEW ONLINE ACCOUNT

1- **Search your inbox for an email from NAD Account Services (accounts@nadcloud.net).**

2- **Click "Create My Account"**

APS.Net - Account Registration

NS NAD Account Services <accounts@nadcloud.net> ⬅
Thu 10/18, 9:26 PM

Announcements

APS.Net - Account Registration

Username:
This invitation was issued by NAD Account Services. Please select the link below to complete your account registration.

Create My Account ⬅

If you need assistance creating your account, please contact your administrator.

Seventh-day Adventist Church

3- **Read the agreement and click "Agree and continue with registration"**

processes, operating procedures, know-how (whether or not patentable and whether or not copyrightable), trade secret, software, technology, personnel, client names and other information related to clients, and financial information.

Neither Party will, without the prior written consent of the other party, use or disclose to any person any Confidential Information of the other party disclosed or made available to it, except for use of such Confidential Information as required in connection with the performance of its obligations or use of the Services hereunder or as required by law.

Indemnification: The parties covenant and agree to indemnify and hold each other harmless from any and all claims, demands, liabilities, actions, fees, costs, or expenses of any kind relating to, arising from or out of, or incidental to any negligent or intentional actions arising from or as a result of their respective performance of this Agreement. This indemnity is irrevocable and severable from this Agreement and shall survive the termination of this Agreement.

Choice of Law: The laws of the state of Maryland will govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the parties hereto.

Waiver: Waiver by one party of breach of any provision of this Agreement by the other will not operate or be construed as a continuing waiver.

Modification or Amendment: No amendment, change, or modification of this Agreement will be valid unless in writing, signed by both parties.

Unenforceability of Provisions: If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement will still remain in full force and effect.

Term and Termination: The User may use the Software as long as the User complies with the Terms of Use. If the User violates the Terms of Use, NAD reserves the right to terminate the User's access to the Software.

Intellectual Property: Each party retains ownership and control of its own intellectual property.

Alternative Dispute Resolution: Any controversies arising out of the Terms of Use or its interpretation will be submitted for resolution to the General Conference of Seventh-day Adventists.

User agrees to the above-mentioned Terms of Use

⇨ Agree and continue with registration | Cancel

4- Note: Your User Name has a "." in between your first and last name. Create a password, proceed by entering your personal information and click SAVE.

5- CONGRATULATIONS your registration has been completed!

6- Carefully read the instructions. Select an option and click continue at the bottom of the page.

Consent to Receive Electronic W-2 Form

Electronic W-2 forms will be available to view and download in PDF format from your APS.net Employee Online account. To receive your W-2 form electronically, you will need to give your consent per IRS requirements. The full IRS disclosure requirements are available for you to view below.

PLEASE SELECT AN OPTION ⬇

○ **Yes, I want to receive my W-2 electronically**

This means your W-2 will be available to view and download in PDF format from your APS.net Employee Online account. A paper copy of your W-2 will not be provided.

○ **No, I do not want to receive my W-2 electronically**

This means your W-2 will not be available to view or download in your APS.net Employee Online account. A paper copy of your W-2 will be provided.

Accessing Your Electronic W-2

• Login to your APS.net Employee Online account. (https://socc.aps.nadcloud.net/)
• Select the W-2 Form button.

Electronic W-2 forms must be provided to employees by the same due date as paper W-2 forms.

You may request a paper copy of your W-2 form from your employer. A request for a paper copy of your W-2 form will not revoke your consent to receive your W-2 form electronically.

7- Enjoy your new account!

NOTE:

Enable Pop-ups

Be sure that pop-ups have been allowed for the APS.net application on any browsers you will be using to access your Employee Online account.

Browser Bookmarks

When bookmarking the APS.net application in your browser, be sure to bookmark the APS.net URL, and not the login screen you are redirected to.

https://socc.aps.nadcloud.net