

**FOLLOW THESE STEPS TO ACCESS YOUR NEW ONLINE ACCOUNT**

- 1- Search your inbox for an email from NAD Account Services ([accounts@nadcloud.net](mailto:accounts@nadcloud.net)).
- 2- Click "Create My Account"

APS.Net - Account Registration


The screenshot shows an email interface. At the top left is a pink circular icon with 'NS'. To its right is the sender information: 'NAD Account Services <accounts@nadcloud.net>' and the time 'Thu 10/18, 9:26 PM'. Below this is the word 'Announcements'. The main content of the email is a registration invitation. It features a blue header 'APS.Net - Account Registration'. Below the header, it says 'Username: [redacted]' and 'This invitation was issued by NAD Account Services. Please select the link below to complete your account registration.' A button labeled 'Create My Account' is highlighted with a red arrow. Below the button, it says 'If you need assistance creating your account, please contact your administrator.' At the bottom of the email content is a blue bar with the text 'Seventh-day Adventist Church'. At the very bottom of the email, there is a small copyright notice: 'Copyright © 2018 Seventh-day Adventist Church. All rights reserved.'

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

The screenshot shows a Terms of Use agreement. The text is as follows:  
**processes, operating procedures, know-how (whether or not patentable and whether or not copyrightable), trade secrets, 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**

At the bottom right of the agreement, there is a blue button labeled 'Agree and continue with registration' and a white button labeled 'Cancel'. A red arrow points to the blue button.

- 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.

APS.Net - Complete your Registration 

User Account

User Name

Primary Email

New Password

Confirm your password

Location

Personal Information


First Name

Last Name

Birth Date


Gender

Language


We want to make sure you're not a robot 

Case Sensitive

**Password must contain at least one lowercase, UPPERCASE, number, and special character, and be at least 10 characters long.**




- 5- CONGRATULATIONS your registration has been completed!

 **User Account Created**

Congratulations, your account has been created.

Please select "Login" to begin accessing the application.



**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!**

The screenshot shows the APS.net Employee Online interface. The header includes the APS.net logo, a search bar, and the text 'Southern California Conference'. Below the header, there is a navigation menu with 'Employee Online' selected. The main content area displays six tiles: 'Accrual Balance' (Review your accrual balance), 'Pay Slip' (Get your pay slip), 'Personal Information' (Edit your contact information), 'W2 Form' (Print your W2), 'W2 Form Drilldown' (Drilldownable W2), and 'W2 Reconciliation Report' (Print your W2 Reconciliation). A red arrow points to the 'W2 Form' tile.

**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>