

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

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 body of the email is titled 'APS.Net - Account Registration' and contains the text: 'Username: [redacted] This invitation was issued by NAD Account Services. Please select the link below to complete your account registration.' Below this text is a button labeled 'Create My Account'. At the bottom of the email body is a blue bar with the text 'Seventh-day Adventist Church'. A copyright notice at the bottom right reads 'Copyright © 2018 Seventh-day Adventist Church. All rights reserved'. Red arrows point to the sender name and the 'Create My Account' button. A black rectangular box is present in the top right corner of the email view.

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

The screenshot displays a Terms of Use agreement. The text includes sections for 'Confidential Information', 'Indemnification', 'Choice of Law', 'Waiver', 'Modification or Amendment', 'Unenforceability of Provisions', 'Term and Termination', and 'Intellectual Property'. It concludes with 'Alternative Dispute Resolution' and 'User agrees to the above-mentioned Terms of Use'. At the bottom right, there are two buttons: 'Agree and continue with registration' and 'Cancel'. A red arrow points to the 'Agree and continue with registration' 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 displays the APS.net Employee Online dashboard. At the top, there is a blue header with the APS.net logo and the text 'Southern California Conference'. Below the header, a search bar is visible. The main content area is titled 'Employee Online' and features a grid of six buttons: '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' button.

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>