



### Employee Portal Training

To: Employees  
From: NiteLines USA, Inc.  
RE: Link to Employee 5-minute training video

Please see the link below to access a 5-minute training video that we encourage you to watch prior to using the employee self service portal.

[https://lightsourcehr-my.sharepoint.com/personal/phinecia\\_bright\\_lightsourcehr\\_com/\\_layouts/15/guestaccess.aspx?docid=1a6d580a671794e8da564ac4ebc92b41a&authkey=AaA7O2DjZy6FPnJlsu3Tw6s&e=83b7ac5e8023460884c718999f6a891c](https://lightsourcehr-my.sharepoint.com/personal/phinecia_bright_lightsourcehr_com/_layouts/15/guestaccess.aspx?docid=1a6d580a671794e8da564ac4ebc92b41a&authkey=AaA7O2DjZy6FPnJlsu3Tw6s&e=83b7ac5e8023460884c718999f6a891c)

I would like to thank you in advance for your cooperation in this matter. Again, THANK YOU. Any questions or concerns to us at [accounting@nitelinesusa.com](mailto:accounting@nitelinesusa.com) or call (844) 661-9120 ext. 20.

Sincerely,

A handwritten signature in black ink, appearing to read "H.L. McGlockton" with a stylized flourish at the end.

H.L. McGlockton, President