

Global Mobility Technology Guide

Mobile Employee Experience (MEE)

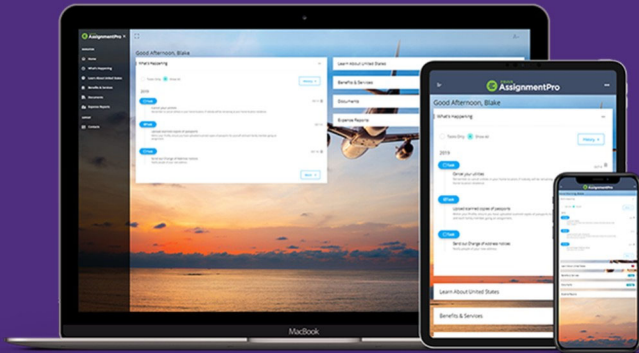
JANUARY 2024





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Technology Your Way
@Home or On the Go

Desktop, Tablet & Mobile

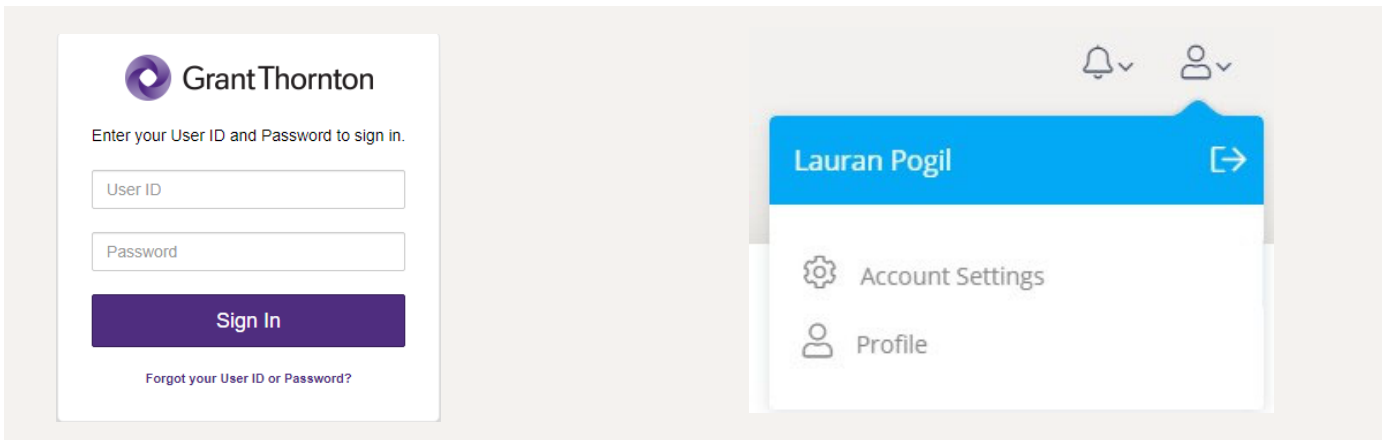
Mobile Employee Experience (MEE)

This Quick Start Card provides help in navigating your MEE homepage.

Your **Mobile Employee Experience (MEE) portal** is where you will have access to key dates, information, and tax and return information and documentation during your assignment.

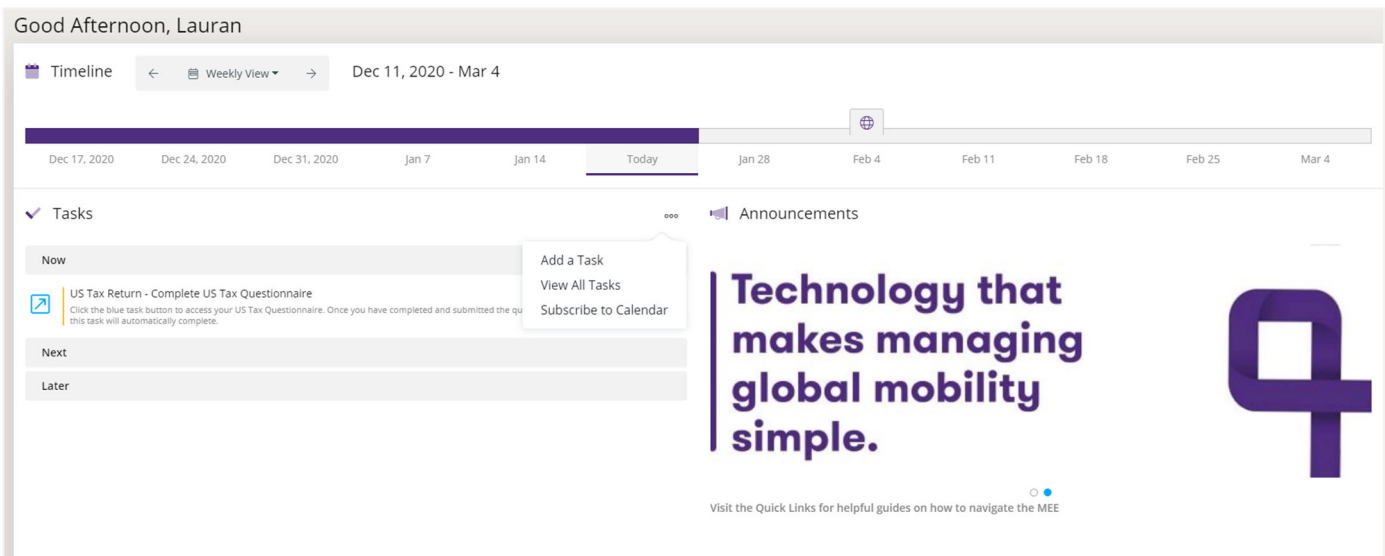
RESET YOUR PASSWORD

If you forgot your User ID or password, you can recover it by clicking on **Forgot your User ID or Password?** and provide your email address linked to your MEE account. You could also go to the **Profile** page by clicking the icon on the top right corner of the page, and then enter the new password.



HOME PAGE

Login into the AssignmentPro platform. Link to portal: grantthornton.assignmentpro.com



QUICK LINKS

You can access the online Questionnaire and Calendar in the quick links section of your homepage

DOCUMENTS PAGE

The Documents page is a secure file sharing portal for you and your Grant Thornton team to upload Tax and Social Security related information and documentation. If you are authorized for tax return preparation services, when your US tax return(s) is (are) completed, we will deliver the tax return packet to you through AssignmentPro portal. We will upload your tax documents to the "Documents" section for you to retrieve from your account. An email notification will be sent out to you from the portal once your return(s) is (are) uploaded.

The screenshot displays the Grant Thornton user interface. On the left is a dark sidebar with the Grant Thornton logo and a close button. Below the logo, the sidebar is organized into sections: 'MY ASSIGNMENTS' (showing 'IRL' with a dropdown arrow and 'International Assignment Feb 2021 - Aug 2021'), 'MY INFO' (showing 'Lauran Pogil', 'Family' with a right arrow, and 'Addresses'), and 'SUPPORT' (showing 'Contacts'). The main content area is titled 'Good Afternoon, Lauran'. It features a 'Timeline' section with a 'Weekly View' toggle and a date range of 'Dec 19, 2020 - Feb 26'. A calendar bar shows dates from Dec 25, 2020, to Feb 19, with 'Today' highlighted. Below the timeline is a 'Tasks' section with a 'Now' filter and a task titled 'US Tax Return - Complete US Tax Questionnaire' due 'Today'. To the right of the tasks is an 'Announcements' section. At the bottom, there are three tiles: 'Tax Information', 'Documents', and 'Quick Links'. The 'Quick Links' tile contains three icons: a plane for 'Travel Calendar and Questionnaires', an information icon for 'GT Help', and a puzzle piece for 'Grant Thornton'. A decorative graphic with teal and purple swirls is visible in the bottom right corner.

Quick Requests

You may receive short requests or quick entry tasks from Grant Thornton during the U.S. tax compliance season. It will take a few minutes of your time to review the questions and respond back to us via the portal. You will find these requests in your Tasks.

Section:

Dec 24, 2021

Dec 31, 2021

Jan 7

Today

Jan 21

Jan 28

Feb 4

Feb 11

Tasks

Announcements

Now

3

US Tax Return - Complete US Tax Questionnaire


11 months ago

US Tax Return - Complete Travel Calendar

11 months ago

2021 Tax Compliance Preference Request

Today



FAMILY PAGE

You can update family information that is relevant to your tax return filings.

Grant Thornton

MY ASSIGNMENTS

IRL

International Assignment

Feb 2021 - Aug 2021

MY INFO

Lauran Pogil

Family

Add Spouse

Add Dependent

Emergency Contacts

Spouse

Basic Information

More Details

First Name *

Middle Name

Last Name *

Gender

Birth date

Status *

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User Guide to update the Travel Calendar

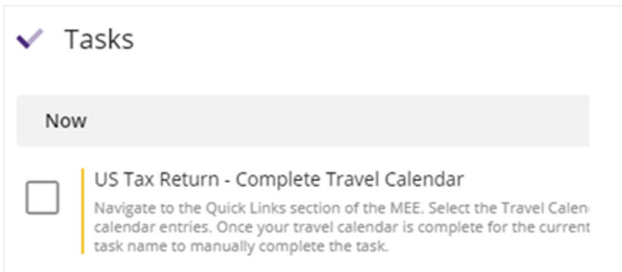
This Quick Start Card provides instructions to update the Travel Calendar.

UPDATING THE TRAVEL CALENDAR

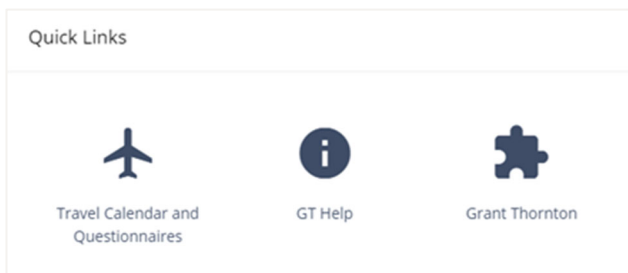
Login into the AssignmentPro platform

Link to portal: grantthornton.assignmentpro.com

You can find the tasks list in your home screen



Navigate to **Quick Links** to update the travel calendar. Select the **Travel Calendar and Questionnaires** icon to add and edit your travel calendar entries.



First you will need to update your Calendar Profile which will allow you to enter assignment details, typical working and non-working days which will allow for easier entry going forward.

Select **My Travel Calendar**, update the travel details in the below mentioned field and select the **Working, Non-working, Travel Day, Business Travel**, or **Working From Home** option from the **Please select** drop-down for the respective dates and select **Confirm Travel**.

Once the **Travel Calendar** is complete for the current year, select the check box next to the task name manually to complete the task.

Once marked as complete, the task will no longer show on your **Tasks list**.

If you need to make updated on your travel calendar after you mark the task completed, you could access the travel calendar at any time from the **Quick Links** as mentioned earlier.

Completing the Online Tax Questionnaire

This Quick Start Card provides instructions to access and complete the Online Tax Questionnaire.

The next step is to complete the **US Tax Questionnaire**. Select the blue task button to access the questionnaire.

The questions are intuitive and request only the information relevant to you, required to complete and submit your return.

You must complete all questions marked with an * and there is a free text box at the bottom of each page for additional information you may want to provide.

Once the page is complete, select **Save and Continue** at the bottom right of the page to be taken to the next page.

When working on the Tax Questionnaire, you can select **Save and Continue** or **Save and Exit** at any time.

You can click on the **Edit** button on the right side of the page to re-access your existing questionnaire.

When one page of Tax Questionnaire is saved successfully, you will see the confirmation message on the top of the page.

US Tax Questionnaire Saved Successfully

When all pages are complete, select the **Submit** button (to the right of Save and Continue).

If there are any errors or missed questions, an error box will occur at the top of the page and will provide details of any missing information.

• Please review the following pages before submitting:

You can use the page navigation on the top right corner to go to any pages with missing information, and check whether all the fields with an * are filled.

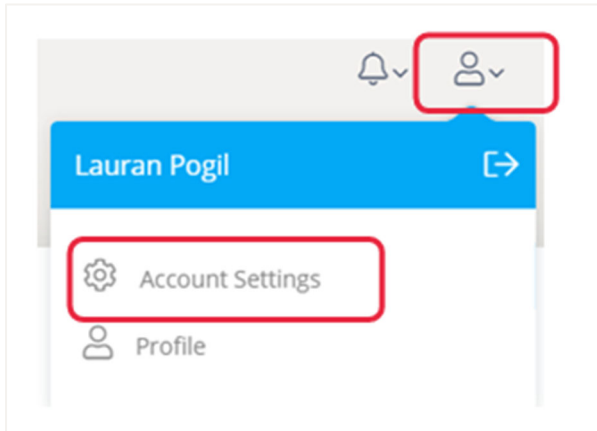
Page 3 of 12 | Spouse Information

Once submitted, you will receive an automatic email from the system confirming receipt. Your questionnaire is locked from any updates or editing after submission. If you need to update any part of the questionnaire after submission, please reach out to a member of your engagement team to unlock the tax questionnaire.

Downloading the MEE App to your Mobile Device

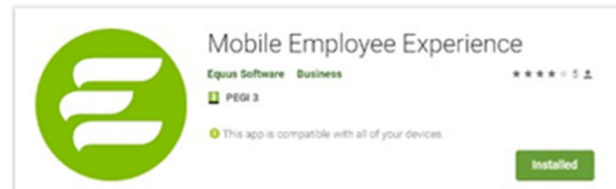
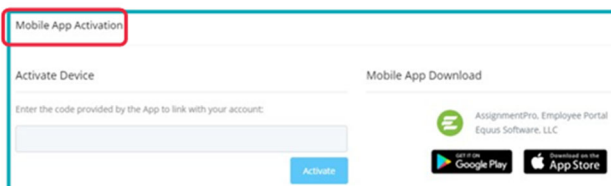
This Quick Start Card provides instructions to download and sync the Mobile Employee Experience (MEE) App from the Apple App or Google Play stores to your mobile device.

From your MEE homepage, select the person icon on the top right-hand corner of your screen then select **Account Settings**.



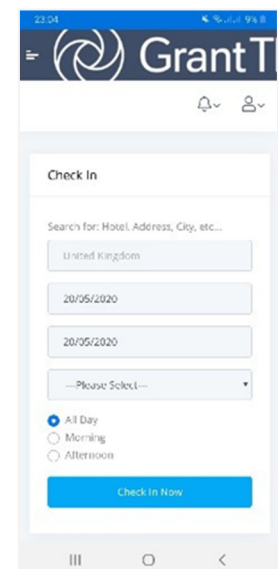
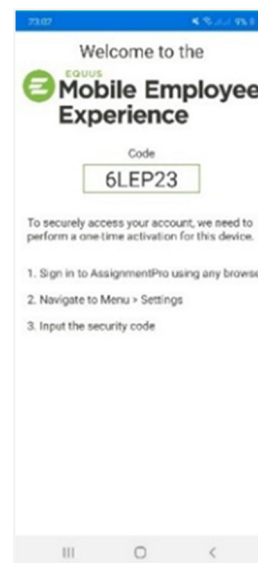
The **Mobile App Activation** section has links to the Apple App and Google Play Stores (see bottom of page for a larger image of the below)

Search on the App Store or Google Play for **Mobile Employee Experience** and download the app.



When logged into the app, you will be provided with a code, which will be specific to your device and this code should be included on your settings page to authorize the device.

You can now use your mobile device to track your where about using GPS or using the check in feature.





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