



How PTO Exchange Works And How To Use It

To create an account, scan this code



Already have an account? Scan here to access PTO Exchange



American Senior Communities is proud to offer PTO Exchange!

Through a partnership with PTO Exchange, American Senior Communities' employees have the option to convert a portion of their unused PTO into cash and charitable donation!

This benefit is available for all employees who are eligible to participate in American Senior Communities' PTO program.



Key points

- Your PTO Balance must be at least **41 hours** to make an exchange
- You can exchange a maximum of **80 hours** of PTO per year

For more information and FAQs about PTO Exchange visit the ASC Employee Benefits Portal.



Not sure where to start? Follow these simple steps to begin:

- 1** Navigate to www.ptoexchange.com/setup/asc
Please note: This site URL is used to create your PTO Exchange account. To log on to your account in the future, you will go to www.ptoexchange.com
- 2** Enter your Employee ID (must use all eight digits of your ID) and your birth date. Then click "Next."
- 3** Enter your personal email. You must use your personal email. **(Do not use your ASC email)**
 - A validation link will be sent from PTO Exchange to the email you entered. Open the validation link and create your password. Passwords must be at least 12 characters containing 1 uppercase, 1 lowercase, 1 number and 1 special character.
 - Once your password is created, you can log on to the PTO Exchange site.
- 4** On your dashboard, you will see the amount and value of PTO hours available for exchange.
- 5** Select the option for which you'd like to make an exchange. The following options are available to full-time employees who are eligible for the PTO accrual program.
 
CASH OUT GIVING
- 6** Fill out the exchange form and click submit.
- 7** Your exchange will be reflected on your paycheck as soon as administratively feasible. Please email support@ptoexchange.com if you need assistance.