Title: \*\*\* EASY STREET INSTALL: 48 HOUR TURNAROUND REQUIRED \*\*\*

Hi team--

It’s finally time! We are officially implementing our new accounting software system called Easy Street. The intention of this transition is to help streamline our accounting processes and make your day to day lives that much easier.

As part of our company drive to increase efficiency, installation of this system is effective immediately. **Every member of the accounting team is required to install the Easy Street software within 48 hours.**

Here are the specific steps that you must take:

1. Check your inbox for an email entitled “Easy Street Installation Process” and open it.
2. Click the link “Install Easy Street” to begin the installation process.
3. Use your Single Sign-On login information to sign into your specific user account.
4. Once installed, follow the setup steps that follow.

To reiterate: PLEASE COMPLETE THIS WITHIN 48 HOURS.

This is meant to be a quick, easy, and painless process, and should take no more than 15 minutes.

If you have any challenges with any of these steps, please reach out to your direct supervisor, or contact [ithelpdesk@tesla.com](mailto:ithelpdesk@tesla.com) and place “Easy Street Install” inside of the email title. They are on stand-by to make sure that you get all the help that you need.

*Thank you for all that you do!*

Best,

Summer Shields

Accounting Director

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