

Employee Access Instructions for Prism HR

Web site: <https://e3hee.prismhr.com/e3h/cmd/login>


Enter your username and click Continue:



Username

[Forgot Your Password?](#) [Register](#)

Enter your password when prompted and click Continue:

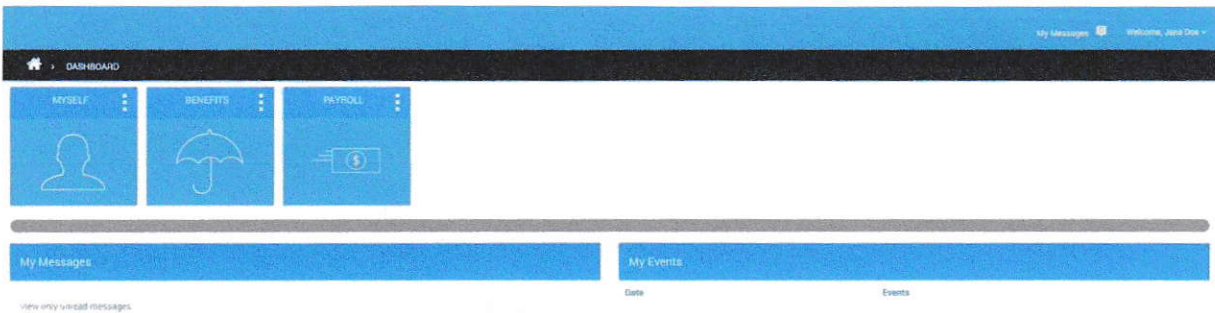


Password

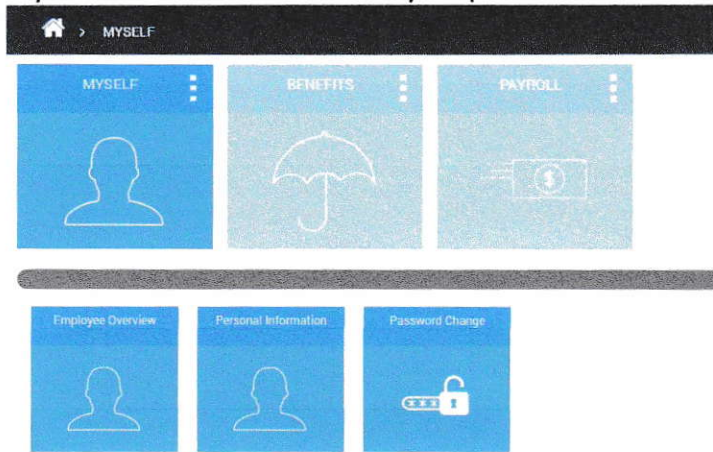
[Forgot Your Password?](#) [Register](#)

Home screen menu items include:

1. Myself
2. Benefits
3. Payroll

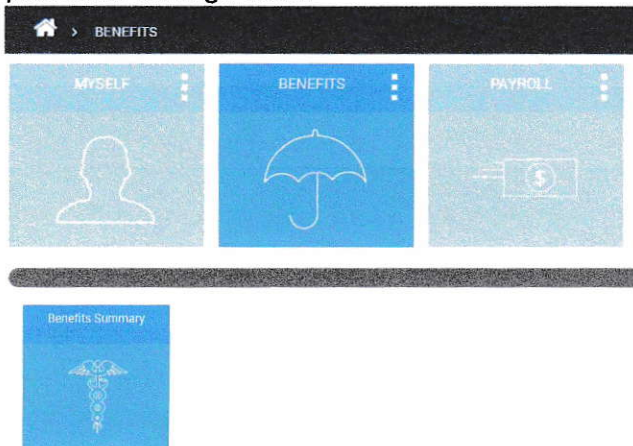


1. Myself – Use this area to review your personal information or change your password



- a. Employee Overview – review your personal and tax filing information
- b. Personal Information – update your emergency contacts and mailing address
- c. Password Change – change your login password

2. Benefits – Use this area to review your benefit enrollment information for plans processed through E3 HR



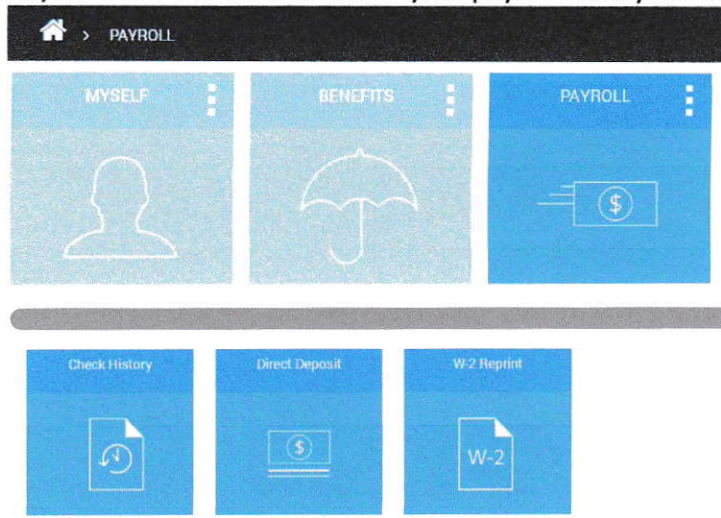
a. Benefits Summary – review your plan details

Home > BENEFITS > BENEFITS SUMMARY

My Benefits Summary

Plan Name	Plan Type	Plan Status	Section 125	Effective Date	Coverage Start	Coverage End	Monthly Premium	Employer Contribution	Employee Contribution
MEC BRMS 1	EMPLOYEE + CHILD	Active	Yes	11-01-2016	11-01-2016	None			104.88
OPTIONS PLUS HIGH	EMPLOYEE	Active	Yes	11-01-2016	11-01-2016	None			20.00

3. Payroll – Use this area to review your payroll history and reprint pay stubs



- a. Check History – reprint pay stubs
- b. Direct Deposit – review current direct deposit account information
- c. W-2 Reprint – reprint E3 HR-issued W-2s

Creating an Employee Account in Prism HR

Web site: <https://e3hee.prismhr.com/e3h/cmd/login>

Click the Register option:



Username

[Forgot Your Password?](#)



Follow the prompts to complete your account setup:

User Registration

Last Name *

Social Security Number *
Please enter a valid SSN!

Create User Name *
Username is invalid!

Create Password *

Confirm Password *
Password Not Match!
Password Not Valid!

Strong Password Requirements

- The new password field cannot be empty.
- Passwords must be at least 8 characters in length.
- Passwords must not contain the username.
- Passwords must contain at least 1 upper case letter and at least 1 lower case letter.
- Passwords must contain at least 1 number.