

Employee Access Instructions for Prism HR

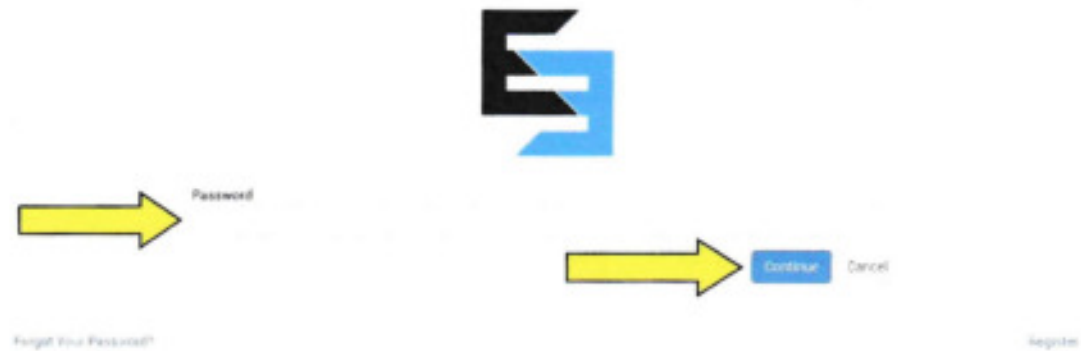
Web site: <https://e3hee.prismhr.com/e3h/cmd/login>

Enter your username and click Continue:



The screenshot shows the Prism HR login page. At the top center is the Prism HR logo, a stylized 'E' and 'S' in black and blue. Below the logo is a white text input field labeled 'Username'. A yellow arrow points to the input field from the left. To the right of the input field is a blue button labeled 'Continue'. A yellow arrow points to the 'Continue' button from the left. Below the input field, there is a link 'Forgot your Password?' on the left and a link 'Register' on the right.

Enter your password when prompted and click Continue:



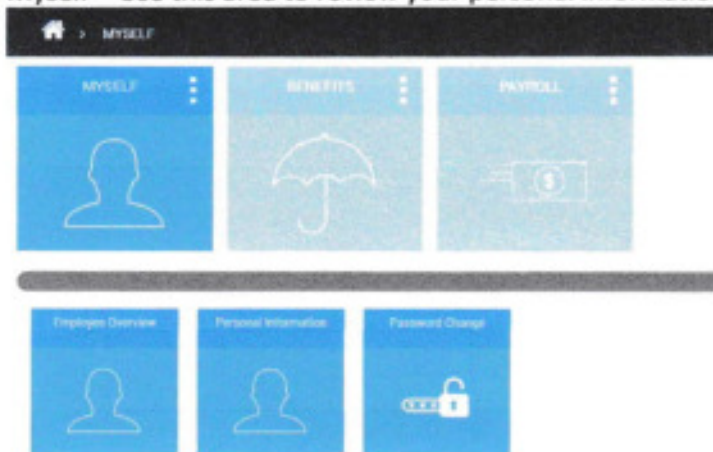
The screenshot shows the Prism HR login page. At the top center is the Prism HR logo. Below the logo is a white text input field labeled 'Password'. A yellow arrow points to the input field from the left. To the right of the input field are two buttons: a blue button labeled 'Continue' and a grey button labeled 'Cancel'. A yellow arrow points to the 'Continue' button from the left. Below the input field, there is a link 'Forgot Your Password?' on the left and a link 'Register' on the right.

Home screen menu items include:

1. Myself
2. Benefits
3. Payroll

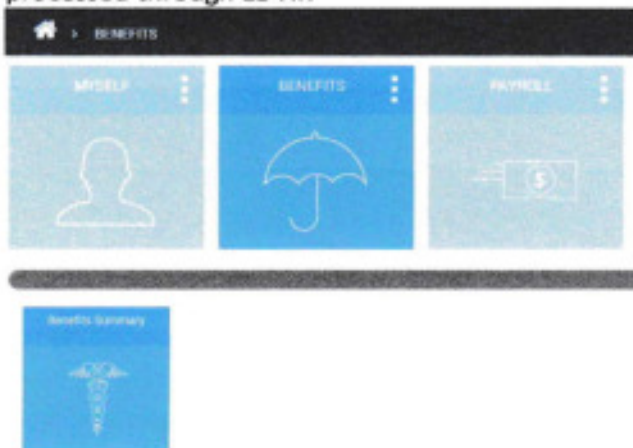


1. Myself – Use this area to review your personal information or change your password



- 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

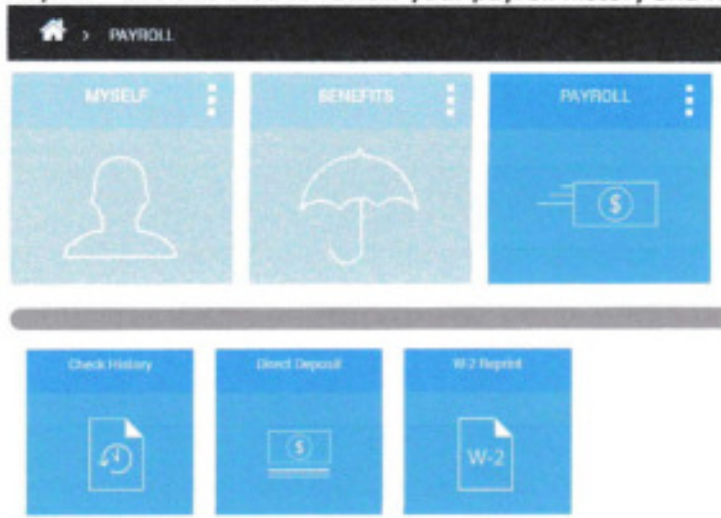
2. Benefits – Use this area to review your benefit enrollment information for plans processed through E3 HR



- a. Benefits Summary – review your plan details

Plan Name	Plan Type	Plan Status	Section ID	Effective Date	Coverage Start	Coverage End	Monthly Premium	Employer Contribution	Employee Contribution
WEL BENS I	EMPLOYEE + CHILD	Active	Yes	11-01-2016	11-01-2016	None			104.65
OPTIONAL FUND WEL	EMPLOYEE	Active	Yes	11-01-2016	11-01-2016	None			28.00

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:



The screenshot shows the Prism HR login page. At the top center is the Prism HR logo, a stylized 'S' shape in black and blue. Below the logo are two input fields: 'Username' and 'Password'. To the right of these fields is a blue 'Continue' button. Below the 'Continue' button is a link that says 'Forgot Your Password?'. On the right side of the page, there is a yellow arrow pointing downwards to a red circle around the 'Register' link.

Follow the prompts to complete your account setup:

User Registration

Last Name	<input type="text" value="Last Name"/>	*
Social Security Number	<input type="text" value="xxx-xx-xxxx"/>	*
	Please enter a valid SSN!	
Create User Name	<input type="text" value="username"/>	*
	Username is invalid!	
Create Password	<input type="password" value="password"/>	*
Confirm Password	<input type="password" value="retype 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.