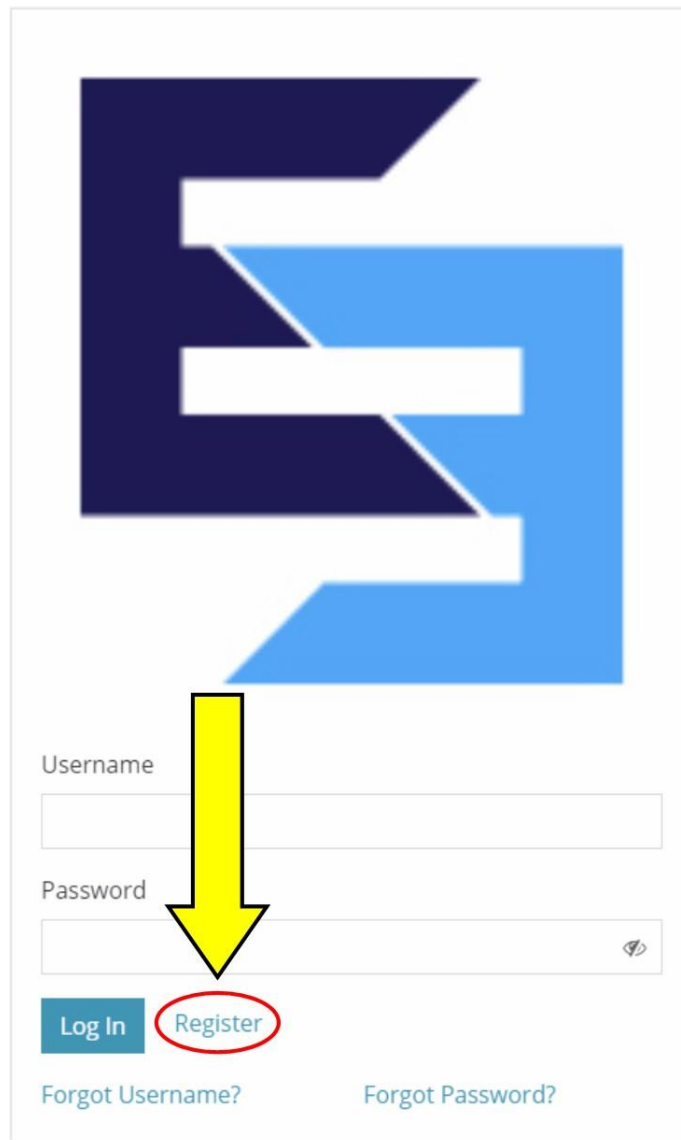


Creating an Employee Account in Prism HR

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

Click the Register option:



The image shows a login page for Prism HR. At the top is a large logo consisting of a dark blue 'E' and a light blue 'S' intertwined. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields are two buttons: 'Log In' (a blue button) and 'Register' (a white button with a red border). The 'Register' button is circled in red, and a large yellow arrow points down to it. At the bottom of the page are two links: 'Forgot Username?' and 'Forgot Password?'.

Follow the prompts to complete your account setup:

New User Registration

* Last Name Required

* Social Security Number (EIN Also Accepted) Required

* Username Required

* Password required



* Confirm Password required




[Register](#)

[Return To Login](#)

Employee Access Instructions for Prism HR

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

- Enter your username and password and then click Log In:




The logo consists of a stylized letter 'E' formed by two overlapping shapes. The left and top portions are dark blue, while the right and bottom portions are a lighter blue. The center of the 'E' is white.

Username

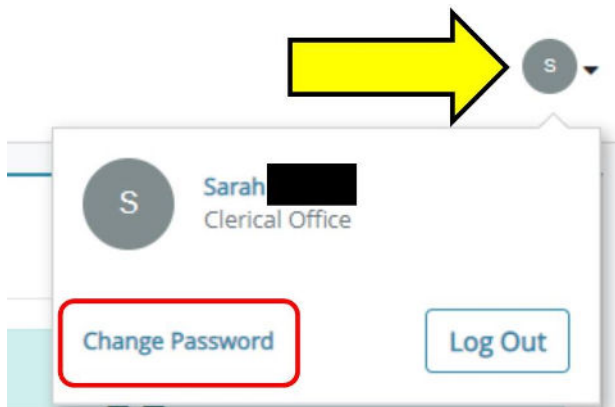
Password

Log In

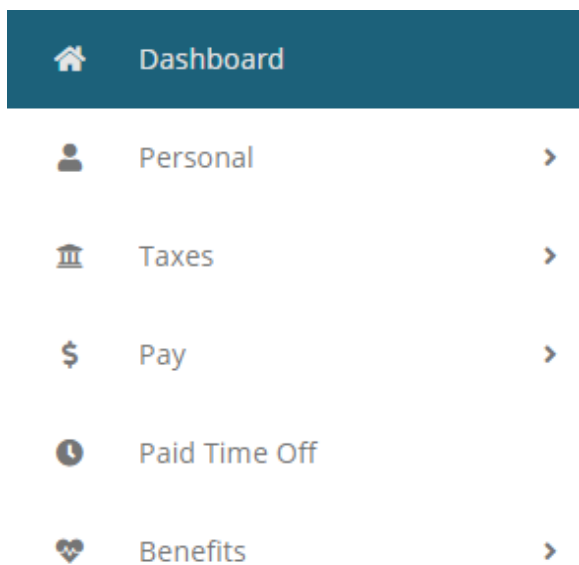
[Forgot Username?](#) [Forgot Password?](#)



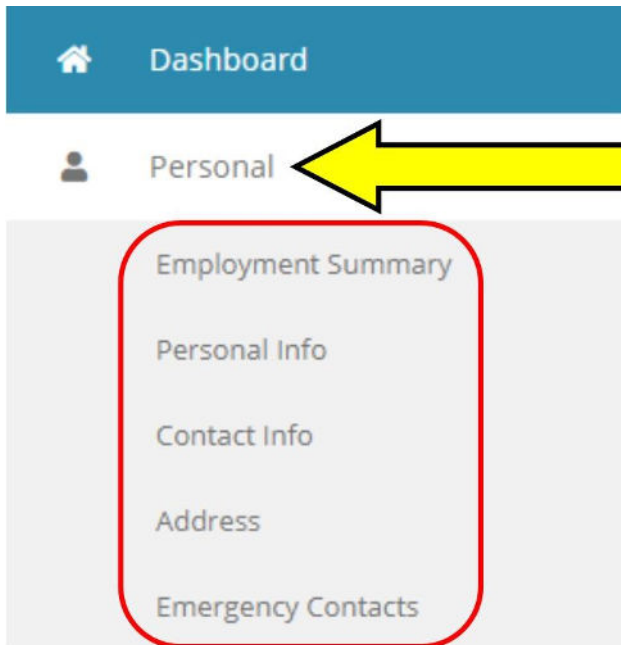
- To **Change your Password**, click on your account icon at the top right of the screen and select the **Change Password** option:



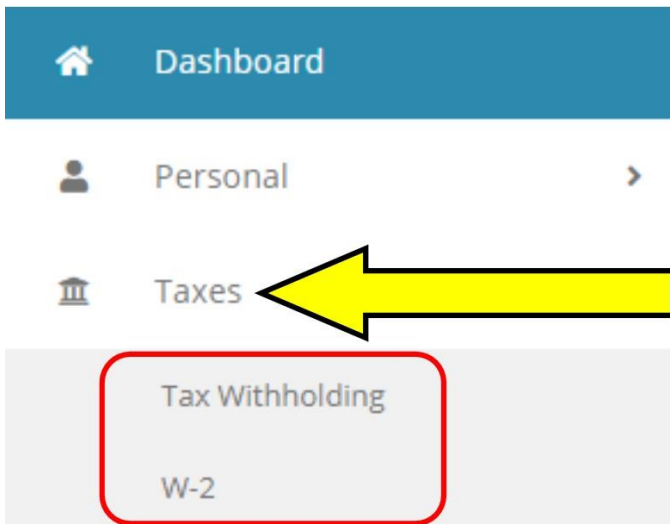
- Your Dashboard (home screen) menu items include:
 1. **Personal**
 2. **Taxes**
 3. **Pay**
 4. **Paid Time Off**
 5. **Benefits**



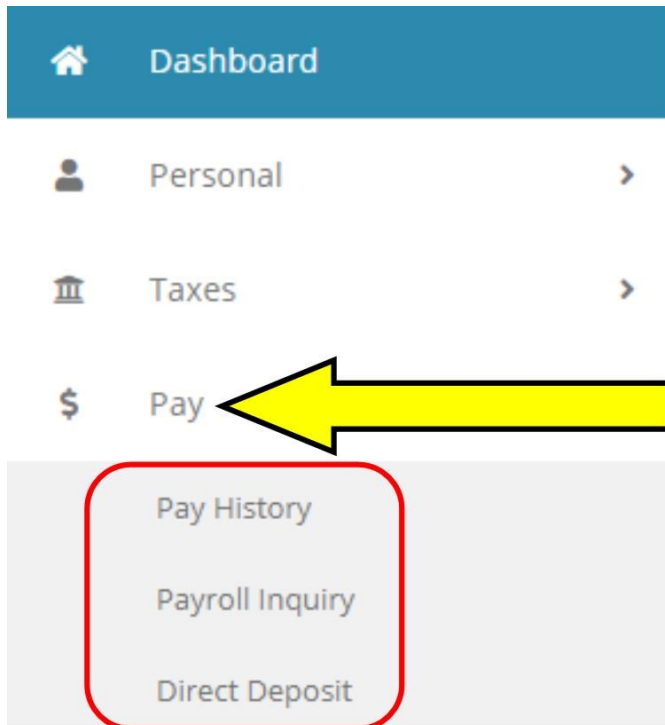
1. **Personal** – Use this area to review your personal information, employment summary, personal contact information, mailing address, and emergency contacts:



2. **Taxes** – Use this area to review your current federal and state tax withholding information and W-2s from years prior:



3. **Pay** – Use this area to reprint pay stubs, review year-to-date totals, and view your current direct deposit account information:



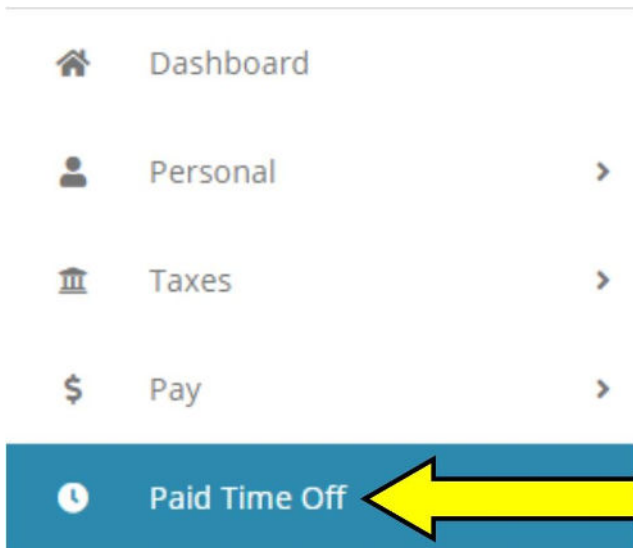
- a. Reprint pay stubs using the **Pay History** sub menu.

- i. Click the **View Paystub** option next to the check you wish to reprint in order to print or download a PDF copy:

The image shows a screenshot of the "Pay History" page. The page has a blue header bar with "Dashboard" and "Pay History" tabs. Below the header is a search bar and a "Columns" button. A table displays pay records with columns for "Pay Date", "Check Number", "Gross Pay", "Taxes", "Deductions", and "Net Pay". The "Actions" column contains "View Paystub" links for each row. A yellow arrow points to the "Pay History" menu item in the left sidebar, and a red rounded rectangle highlights the "View Paystub" link in the "Actions" column of the first row.

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Actions
10/01/2019	██	██	██	██	██	View Paystub
08/30/2019	██	██	██	██	██	View Paystub
08/01/2019	██	██	██	██	██	View Paystub

4. **Paid Time Off** – If your employer offers a PTO, Vacation, and/or Sick Leave plan, use this area to review your available and used hours:



5. **Benefits** – If your employer offers an E3 Benefit Plan, use this area to review your selected plan information:

