Creating an Employee Account in Prism HR

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

Click the Register option:

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:

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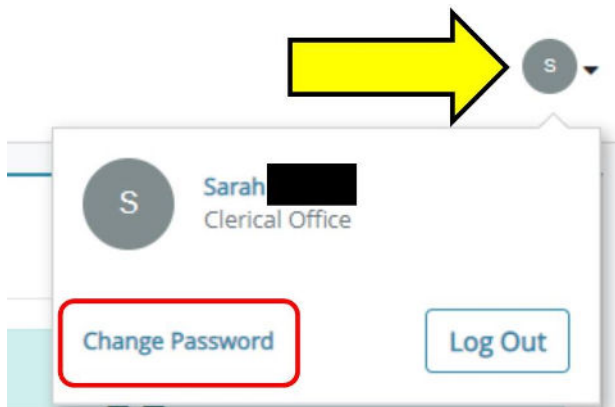

- Your Dashboard (home screen) menu items include:

  1. **Personal**

  2. **Taxes**

  3. **Pay**

 4. **Paid Time Off**

  5. **Benefits**
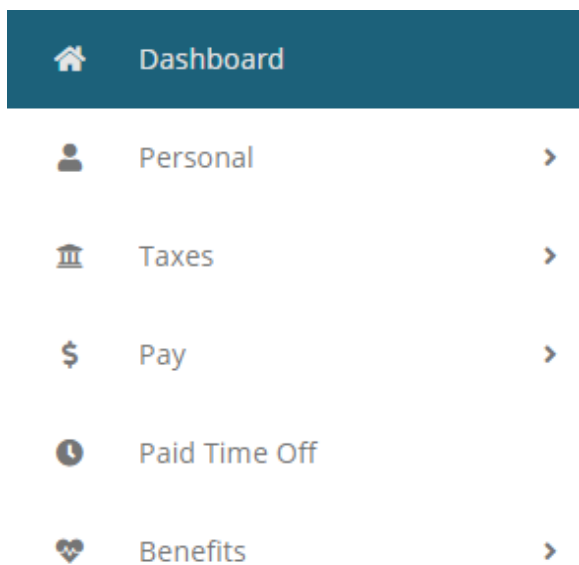
1. **Personal** – Use this area to review your personal information, employment summary, personal contact information, mailing address, and emergency contacts:
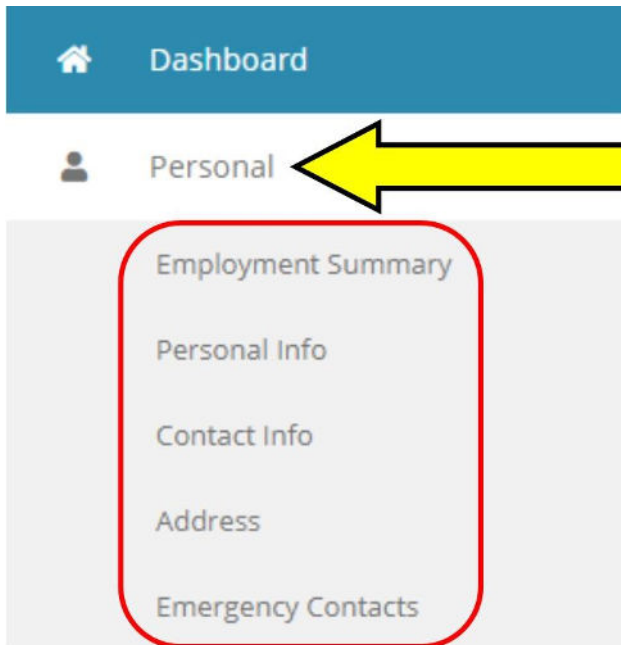
2. **Taxes** – Use this area to review your current federal and state tax withholding information and W-2s from years prior:
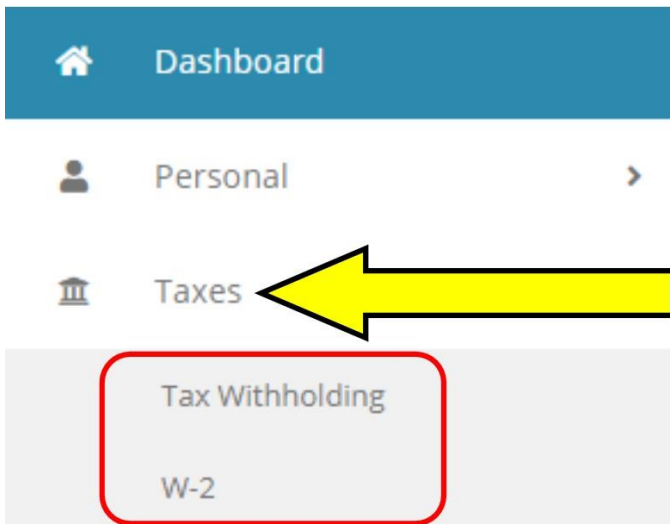
3. **Pay** – Use this area to reprint pay stubs, review year-to-date totals, and view your current direct deposit acount information:
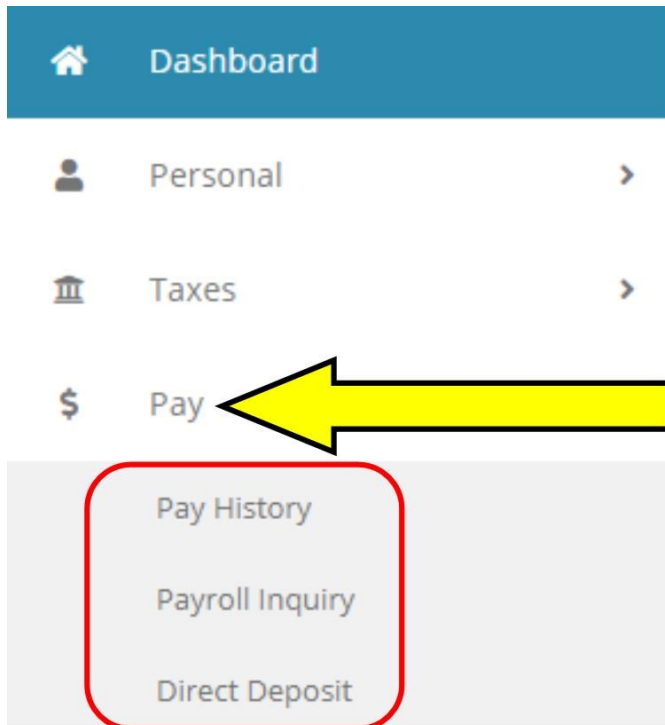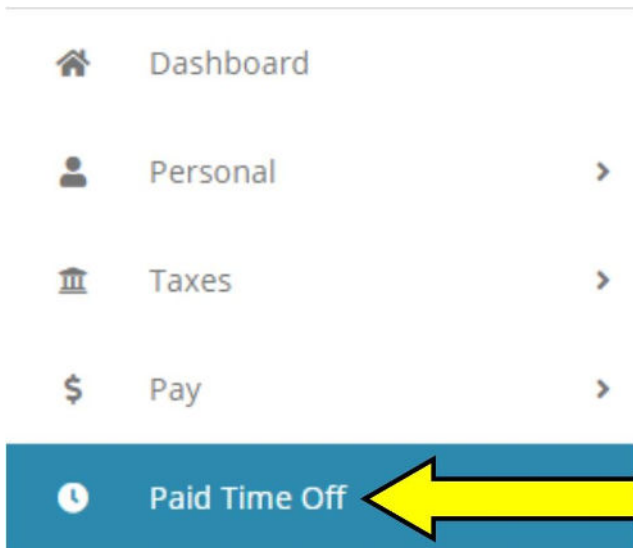

a. Reprint pay stubs using the **Pay History** sub menu.

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

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: