



You now have a secure payroll portal! See below for details on how to access it, and what you can do in your portal.

WHAT IS THE PAYROLL PORTAL?

Your payroll portal is a login that allows you to securely access all of your payroll information from any device! Only you will have access to your portal.

WHAT CAN I USE IT FOR?

- ✓ Access your pay stubs
- ✓ Update your personal information (Name, address, email, etc)
- ✓ Adjust your tax withholdings
- ✓ Change direct deposit information (If your employer offers it)
- ✓ Opt into an electronic W2

WHAT IS AN ELECTRONIC W2?

You will be able to download your W2 from your employee portal instead of waiting for your employer to hand them out.

HOW DO I ACCESS IT?

Provide your email address to your employer. An emailed invitation will be sent, which you can use to set a password and access your portal. Your invitation is valid for 7 days.

If you work for more than one company, you will need to do this for each one! Be sure to use a different password for each one.

Enjoy your new secure employee payroll portal :)