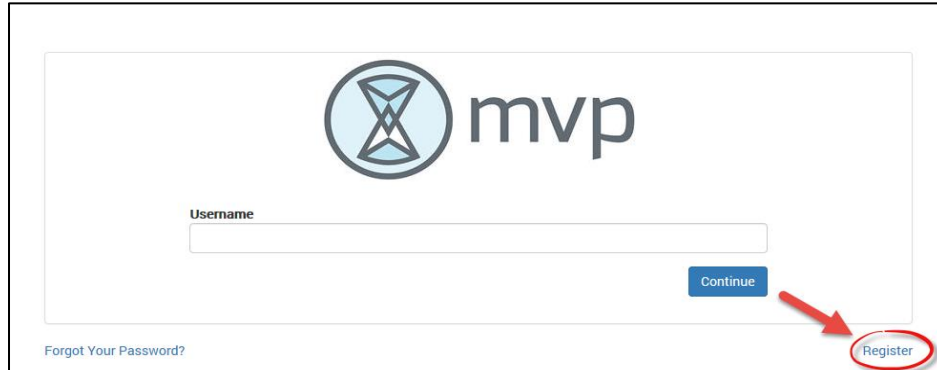




# Employee Web Portal

## New User Registration

1. Open an internet browser. Navigate to <https://psgee.prismhr.com/psg>
2. The following screen will display.
3. Click the **Register** button to open the Registration screen.

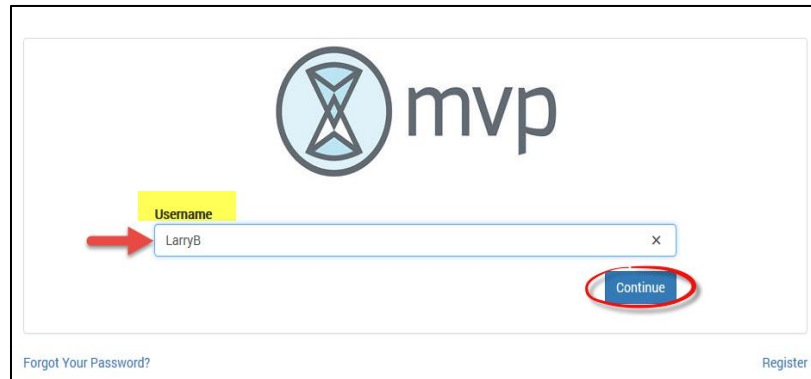


4. The User Registration screen will display.
5. Enter your **Last Name**, **Social Security Number**, Create **Username** and **Password** (This will be your login information for future access).
  - a. Password Requirements:
    - i. Must be at least eight characters long.
    - ii. Must be different from Username.
    - iii. Must have at least 1 uppercase letter, 1 lowercase letter and at least 1 number.
6. Click **Register**

7. Once the Registration process is completed, the system will prompt you to the main Login screen.

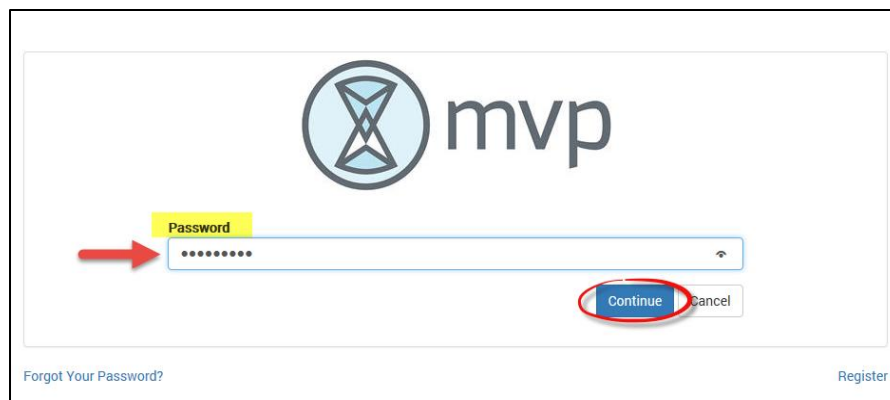
## Login Screen

1. Open an internet browser. Navigate to <https://psgee.prismhr.com/psg>
2. Enter your **Username** and click **Continue**.



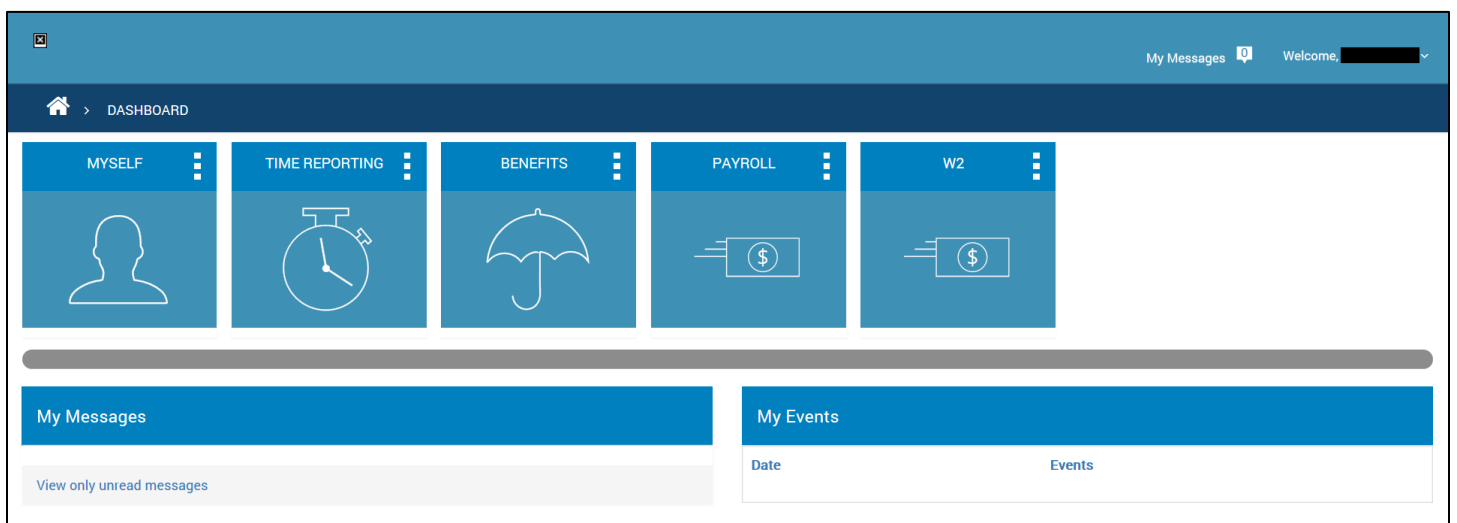
The screenshot shows the MVP login interface. At the top center is the MVP logo, which consists of a stylized 'X' inside a circle followed by the lowercase letters 'mvp'. Below the logo is a text input field labeled 'Username' with a yellow highlight. A red arrow points to the input field, which contains the text 'LarryB'. To the right of the input field is a small 'x' icon. Below the input field is a blue button labeled 'Continue', which is circled in red. At the bottom left of the form is a link that says 'Forgot Your Password?' and at the bottom right is a link that says 'Register'.

3. A second login screen will display.
4. Enter your **Password** information and Click **Continue**.



The screenshot shows the second MVP login screen. It features the same MVP logo at the top center. Below the logo is a text input field labeled 'Password' with a yellow highlight. A red arrow points to the input field, which contains a series of dots representing a masked password. To the right of the input field is a small eye icon. Below the input field are two buttons: a blue button labeled 'Continue' (circled in red) and a white button labeled 'Cancel'. At the bottom left of the form is a link that says 'Forgot Your Password?' and at the bottom right is a link that says 'Register'.

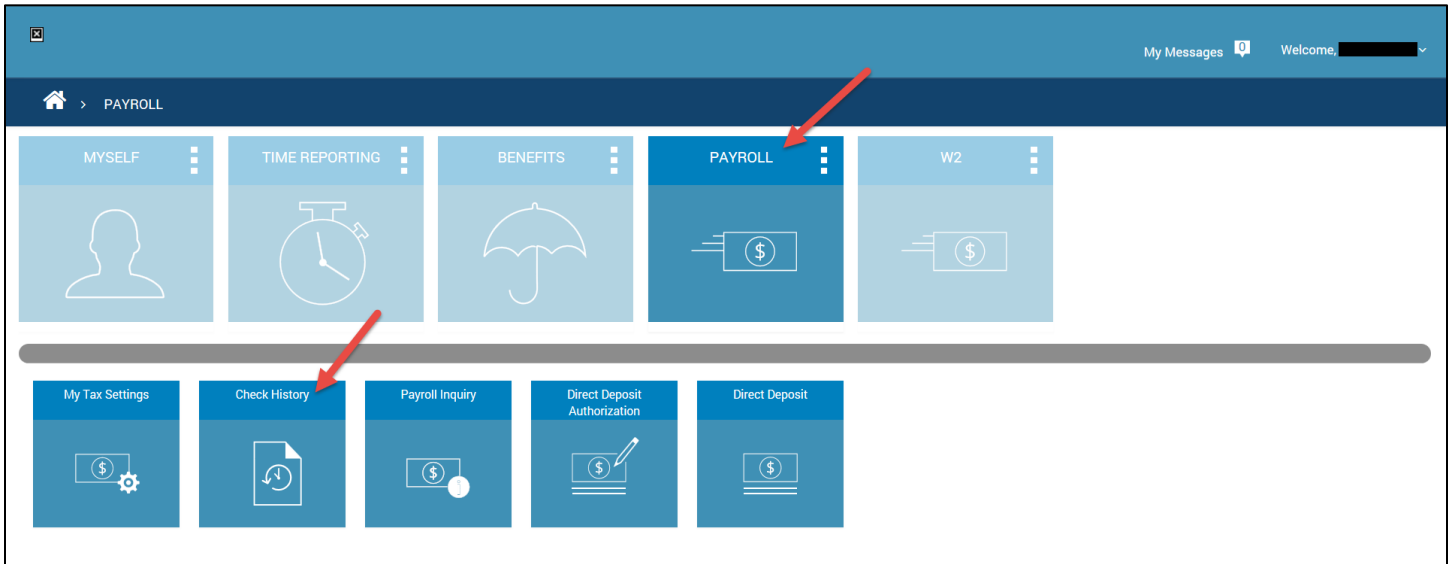
5. Employee Dashboard will display.



The screenshot displays the MVP Employee Dashboard. At the top right, there is a 'My Messages' notification with a '0' and a 'Welcome, [Name]' dropdown menu. Below this is a dark blue navigation bar with a home icon and the text 'DASHBOARD'. The main content area features five large blue tiles: 'MYSELF' (with a person icon), 'TIME REPORTING' (with a clock icon), 'BENEFITS' (with an umbrella icon), 'PAYROLL' (with a dollar sign icon), and 'W2' (with a dollar sign icon). Below these tiles are two smaller sections: 'My Messages' with a link to 'View only unread messages' and 'My Events' with a table header showing 'Date' and 'Events'.

## Retrieve Check Stub

1. Select the **Payroll** icon from the three menu items displaying in your dashboard.
2. Click the **Check History** icon from the sub menu items.



3. Check History screen will display.

The screenshot shows the 'My Check History' screen. At the top, there is a breadcrumb trail: 'PAYROLL > CHECK HISTORY'. Below this is a blue header with the text 'My Check History'. A note states: 'Note: Click on a row to display details for that check.' To the right of the note is a 'Select Year' dropdown menu set to '2017'. Below the note is a table with the following data:

Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date	Voucher Number
962	756.50	140.15	0.00	616.35	C	02/03/2017	000258
948	1,360.00	276.84	0.00	1,083.16	C	01/27/2017	000227
843	1,266.50	255.65	0.00	1,010.85	C	01/13/2017	000207

At the bottom of the table, there is a pagination control showing '« Prev 1 Next »'.