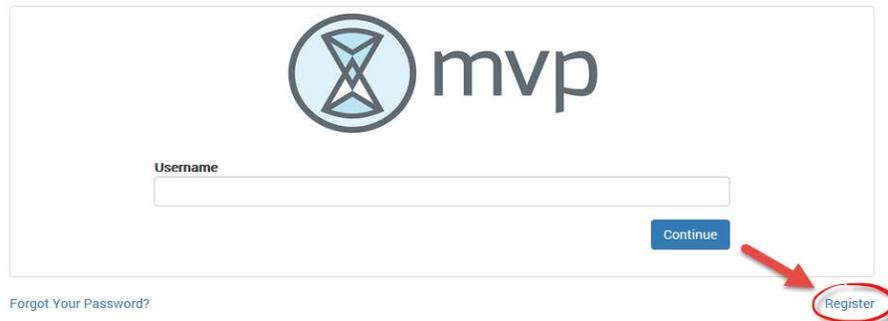




Employee Web Portal

New User Registration

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



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

4. Click **Register**

User Registration

Last Name *

Social Security Number *
Please enter a valid SSN!

Create User Name *
Username is invalid!

Create Password *

Confirm Password *
Password Not Match!
Password Not Valid!

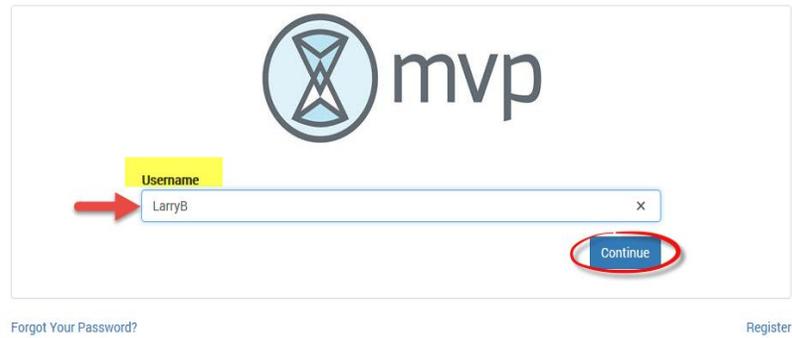
Strong Password Requirements

- 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.

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

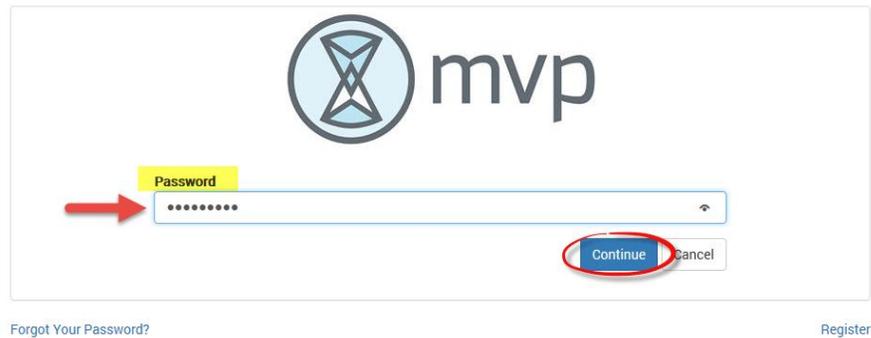
Login Screen

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



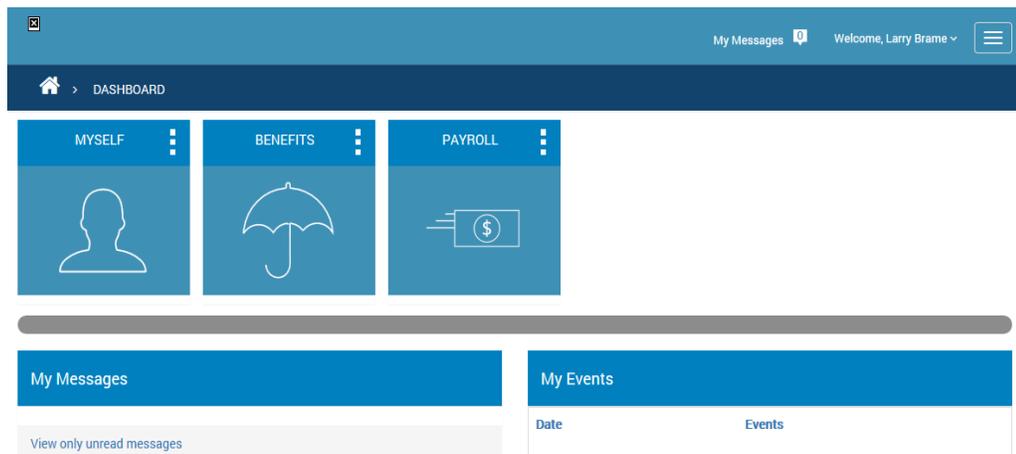
The screenshot shows the MVP login interface. At the top center is the MVP logo, which consists of a stylized 'X' inside a circle followed by the lowercase letters 'mvp'. Below the logo is a text input field labeled 'Username' with a yellow highlight. A red arrow points to the input field, which contains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

2. A second login screen will display.
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 are two buttons: a blue 'Continue' button circled in red, and a white 'Cancel' button. At the bottom left is a link for 'Forgot Your Password?' and at the bottom right is a link for 'Register'.

3. Employee Dashboard will display.

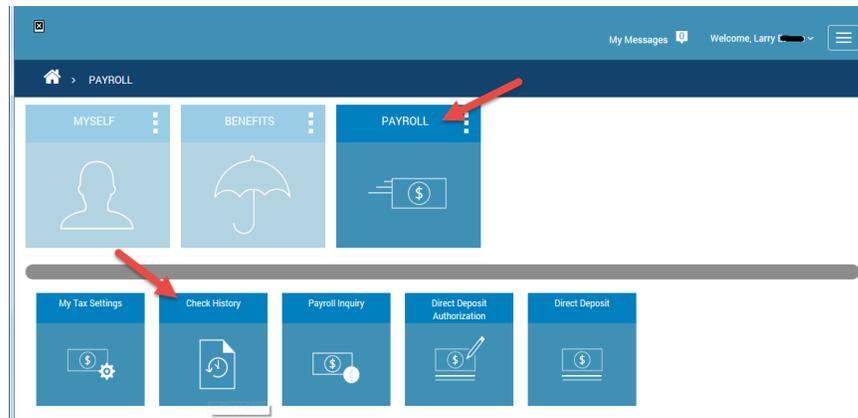


The screenshot displays the MVP Employee Dashboard. At the top right, there is a navigation bar with 'My Messages' (indicated by a notification icon), 'Welcome, Larry Brame', and a menu icon. Below this is a dark blue header with a home icon and the text 'DASHBOARD'. The main content area features three large blue tiles: 'MYSELF' with a person icon, 'BENEFITS' with an umbrella icon, and 'PAYROLL' with a dollar sign icon. Below these tiles are two sections: 'My Messages' with a sub-section 'View only unread messages', and 'My Events' with a table header showing 'Date' and 'Events'.

Check Stub

Follow the steps below to retrieve a copy of your 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: 'HOME > 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.' Below the note is a 'Select Year' dropdown menu set to '2017'. The main content 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: '« Prev 1 Next »'.