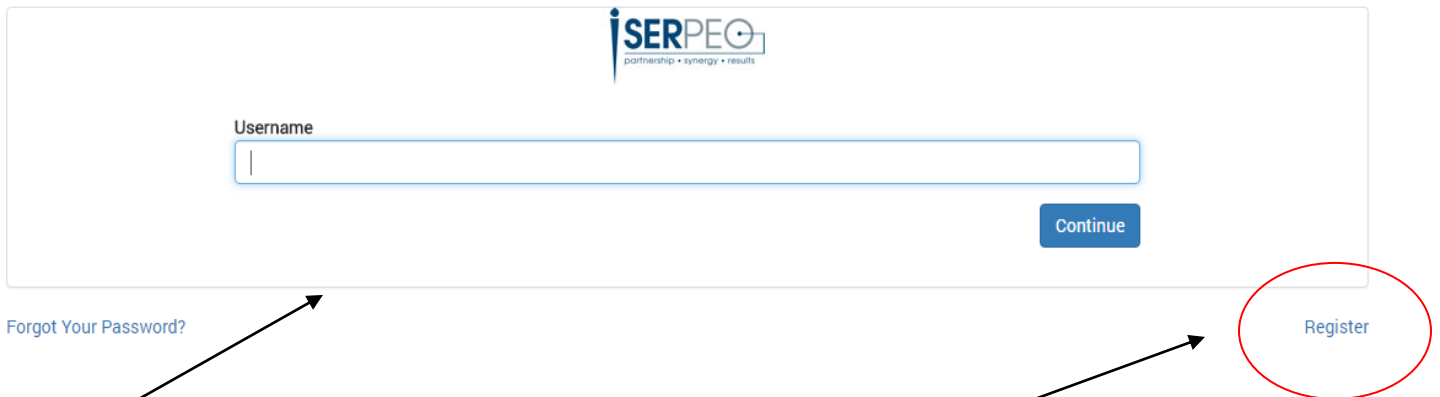


# Prism HR- Employee Payroll Portal Directions

## REGISTRATION

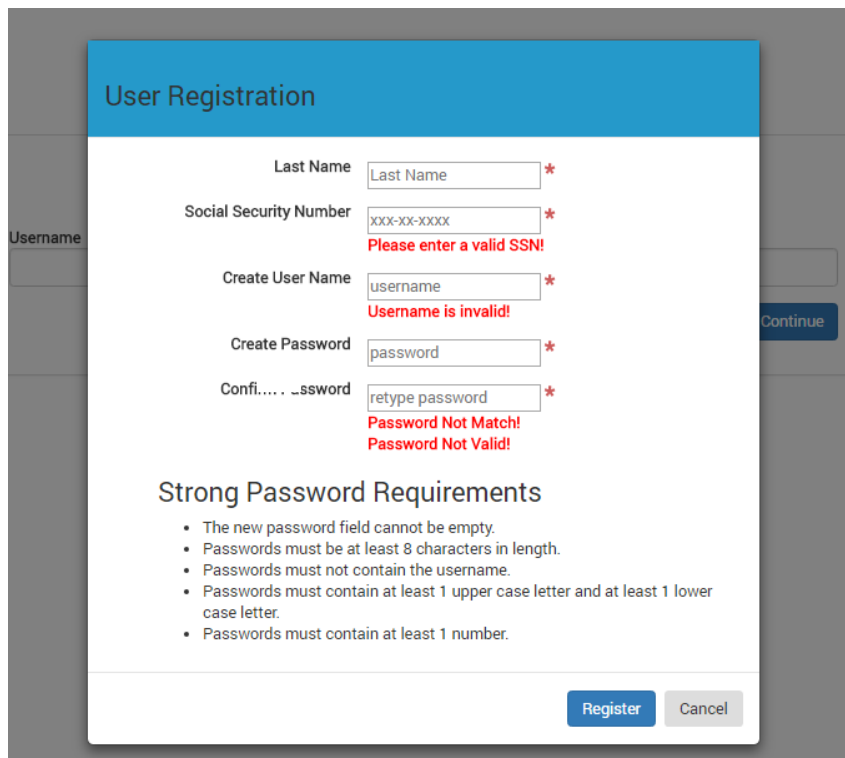
<https://serec.prismhr.com/ser> (Save as Favorite)

Select register:



Enter all requested information. NOTE: Both the username and password are case-sensitive. Please write your username and password down and store somewhere safe.

Select **Register**:



**User Registration**

Last Name  \*

Social Security Number  \*  
Please enter a valid SSN!

Create User Name  \*  
Username is invalid!

Create Password  \*

Confir... ..ssword  \*  
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.

Register Cancel

Once the registration is complete, it will automatically re-direct you back to the log-in screen.

## LOGIN

Log in using the username and password you created. Enter your username first and then hit Continue.




Username

[Forgot Your Password?](#)

[Register](#)

Enter the password you created and press Continue.

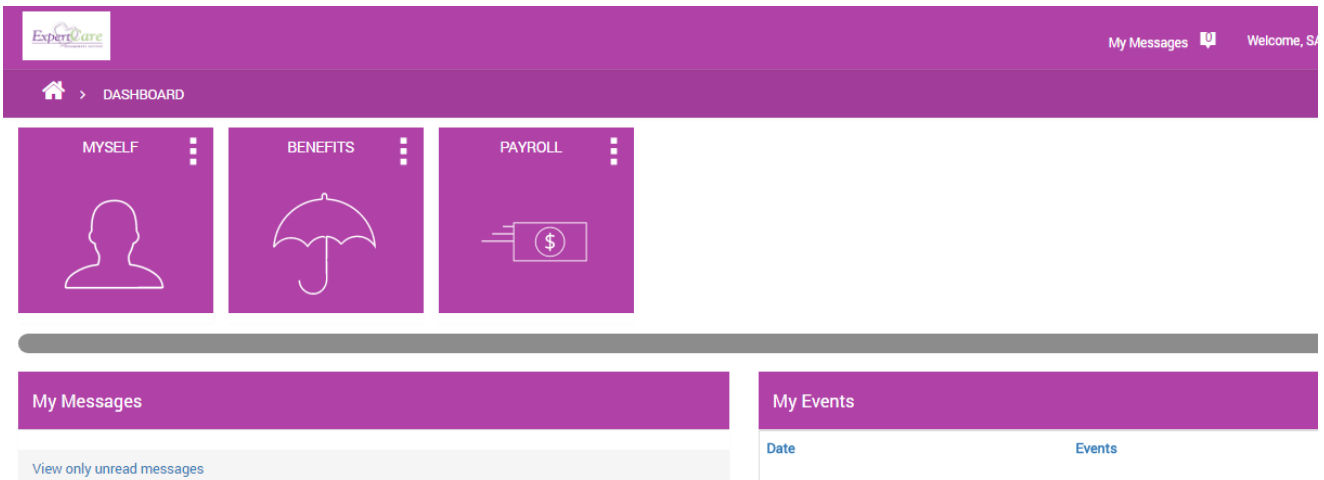


Password


[Forgot Your Password?](#)


[Register](#)


Below is an image of your 'Dashboard'. This is what your screen should look like after logging in.





ExpertCare

My Messages  Welcome, S...

 > DASHBOARD

MYSELF 

BENEFITS 

PAYROLL 

My Messages

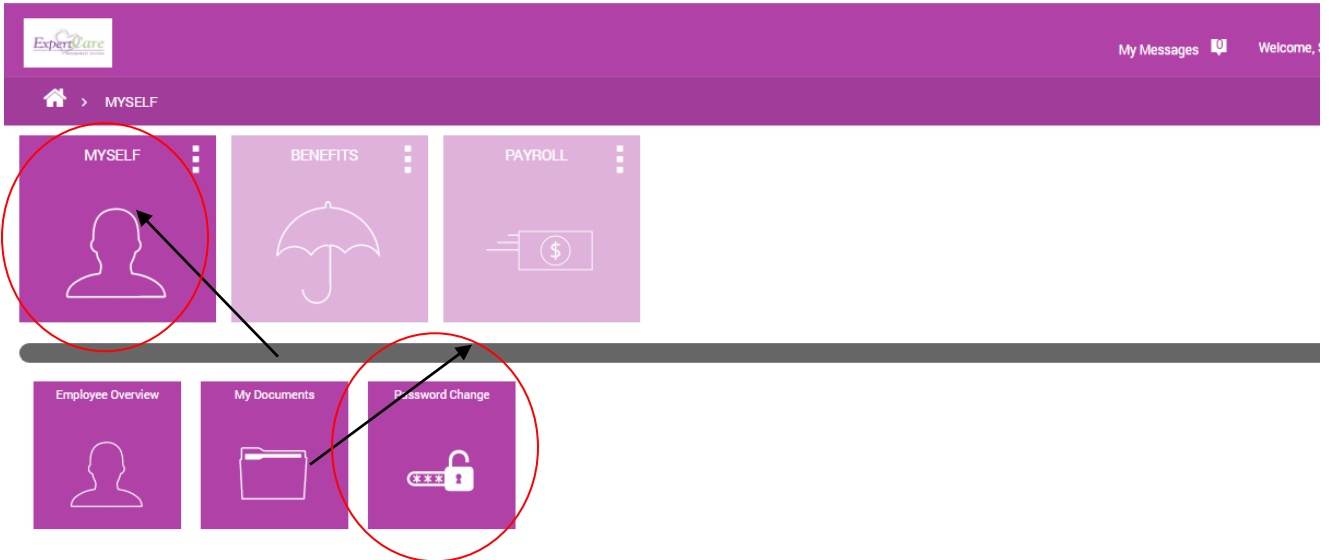
View only unread messages

My Events

| Date | Events |
|------|--------|
|------|--------|

## CHANGE PASSWORD

Select **Myself** / Select **Password Change**



Enter the requested information. **\*\*Please review the password requirements. If your new password meets the requirements, the screen will say “Password is valid!” in green.**

Select **Update Password**

A pop-up will appear that says your password has been changed.

Select the ‘Home’ button to go back to your main menu.

The screenshot shows the 'Password Change' form in the ExpireCare portal. The form is titled 'Password Change' and has a purple header. Below the header, there is a navigation bar with a home icon and the text 'MYSELF > PASSWORD CHANGE'. The form itself has three input fields: 'Current Password', 'New Password', and 'Re-Type New Password'. Below these fields is a blue 'Update Password' button. To the right of the form, there is a section titled 'Strong Password Requirements' which is circled in red. This section lists the following 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.
- When all strong password requirements are met the input box background will turn green.

Below the requirements, there are three red error messages:

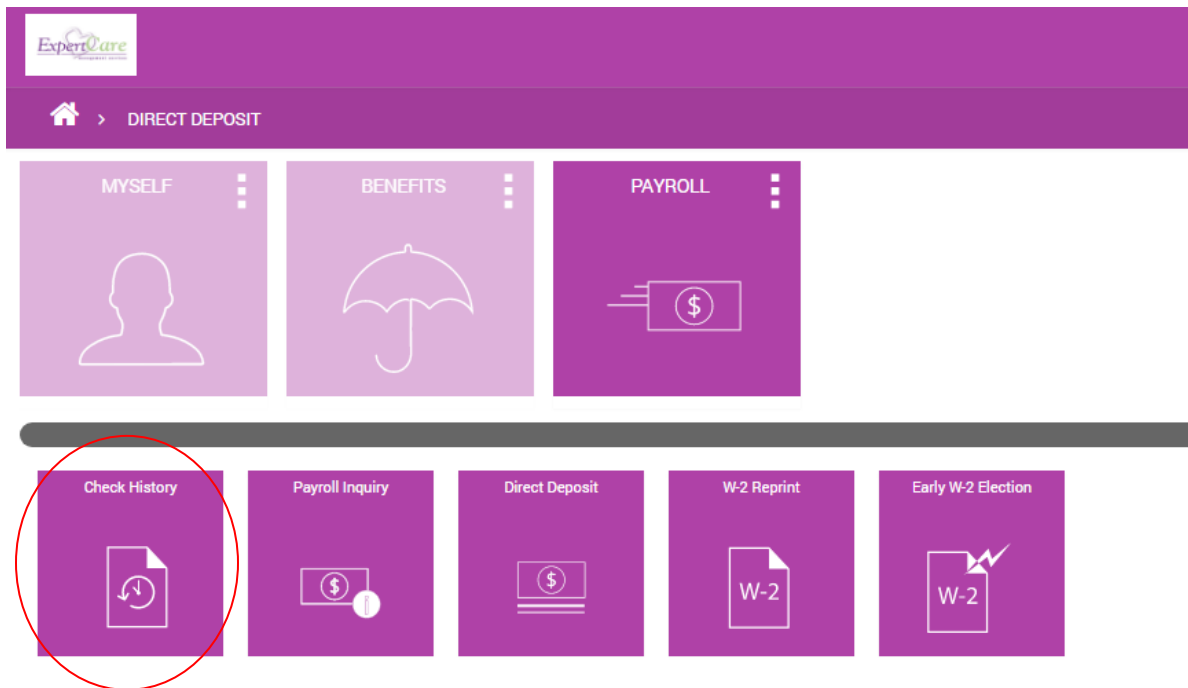
- Your password isn't long enough.
- You must have at least one uppercase letter.
- You must have at least one lowercase letter.
- You must have at least one number.

At the bottom of the form, there is a green message: 'Password is valid!'.

## CHECK HISTORY / PAY STUB ACCESS

Select **Payroll**

Select **Check History**



Click on the row that corresponds with the pay date you'd like to view:

The screenshot shows the 'My Check History' page. At the top, there is a purple header with the ExpertCare logo, 'My Messages' icon, and 'Welcome' text. Below is a navigation breadcrumb: 'HOME > PAYROLL > CHECK HISTORY'. The main content area has a purple header 'My Check History'. A light blue note box says: 'Note: Click on a row to display details for that check.' To the right, there is a 'Select Year' dropdown menu set to '2017'. Below is a table with the following data:

| Check Number | Gross Pay | Taxes  | Deductions | Net Pay | Payment Type | Pay Date   | Voucher Number |
|--------------|-----------|--------|------------|---------|--------------|------------|----------------|
| 342917       | 725.60    | 179.59 | 0.00       | 546.01  | D            | 07/07/2017 | 1544533        |
| 341880       | 60.53     | 8.83   | 0.00       | 51.70   | D            | 06/30/2017 | 1537814        |
| 341153       | 674.17    | 165.75 | 0.00       | 508.42  | D            | 06/23/2017 | 1535593        |
| 334047       | 64.75     | 9.75   | 0.00       | 55.00   | D            | 04/21/2017 | 1486493        |
| 333353       | 290.33    | 62.50  | 0.00       | 227.83  | D            | 04/14/2017 | 1484353        |

At the bottom of the table, there is a pagination control: '< Prev 1 2 3 Next >'. An arrow points to the first row of the table.

## Select Reprint Check Stub

Check Detail

Check Number: 342917 | Net Pay: 546.01

| Check Info        | Earnings | Taxes Withheld | Deductions |
|-------------------|----------|----------------|------------|
| Period Start Date |          | 06/25/2017     |            |
| Period End Date   |          | 07/01/2017     |            |
| Pay Date          |          | 07/07/2017     |            |
| Ach Amount        |          | 546.01         |            |
| Check Amount      |          | 0.00           |            |

Reprint Check Stub Close

**A PDF file will be downloaded. If a dialog box does not pop-up asking you to 'Open' or 'Save'-OR-if it is not automatically downloaded like the image below, check your download folder.**

Note: Click on a row to display details for that check.

Select Year 2017

| Check Number | Gross Pay | Taxes  | Deductions | Net Pay | Payment Type | Pay Date   | Voucher Number |
|--------------|-----------|--------|------------|---------|--------------|------------|----------------|
| 342917       | 725.60    | 179.59 | 0.00       | 546.01  | D            | 07/07/2017 | 1544533        |
| 341880       | 60.53     | 8.83   | 0.00       | 51.70   | D            | 06/30/2017 | 1537814        |
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| 333353       | 290.33    | 62.50  | 0.00       | 227.83  | D            | 04/14/2017 | 1484353        |

WEB\_CHECK\_181\_....pdf

Open the download to view your check stub. You can then View, Save, or Print your check stub.

Please feel free to click on and view the other options on this page. More selections will be added as we are able to provide you with more information that will be valuable to you.

THANK YOU!