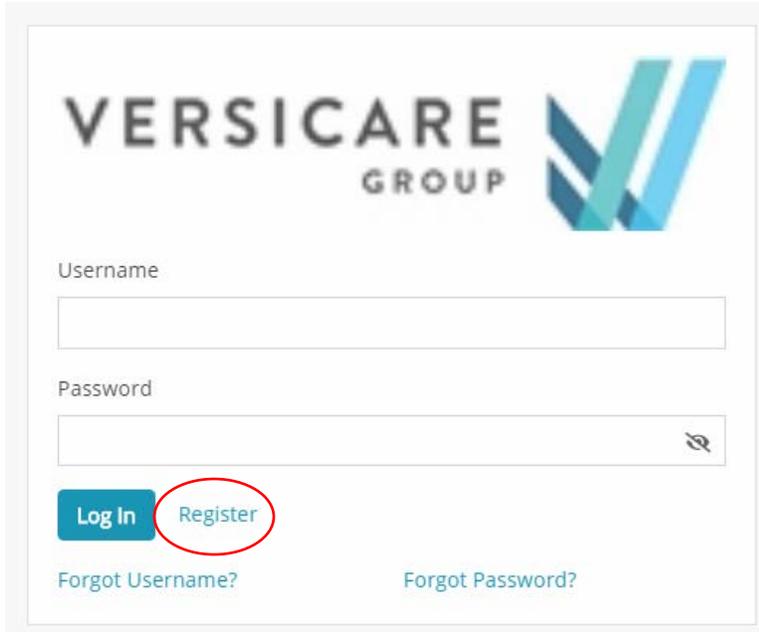


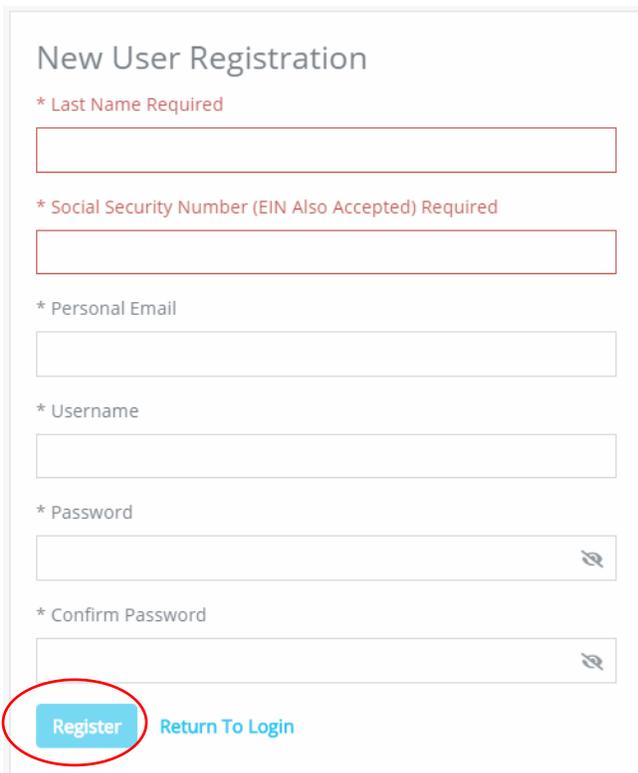
# Prism HR- Employee Payroll Portal Directions

## REGISTRATION

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



The image shows the Versicare Group login and registration interface. At the top, the logo for Versicare Group is displayed. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the input fields are two buttons: 'Log In' and 'Register'. The 'Register' button is circled in red. At the bottom, there are two links: 'Forgot Username?' and 'Forgot Password?'.



The image shows the 'New User Registration' form. It contains several required fields, each with a red asterisk and label: '\* Last Name Required', '\* Social Security Number (EIN Also Accepted) Required', '\* Personal Email', '\* Username', '\* Password', and '\* Confirm Password'. The 'Password' and 'Confirm Password' fields have toggle icons. At the bottom, there are two buttons: 'Register' and 'Return To Login'. The 'Register' button is circled in red.

Enter all requested information.  
NOTE: Both the username and password are case-sensitive.

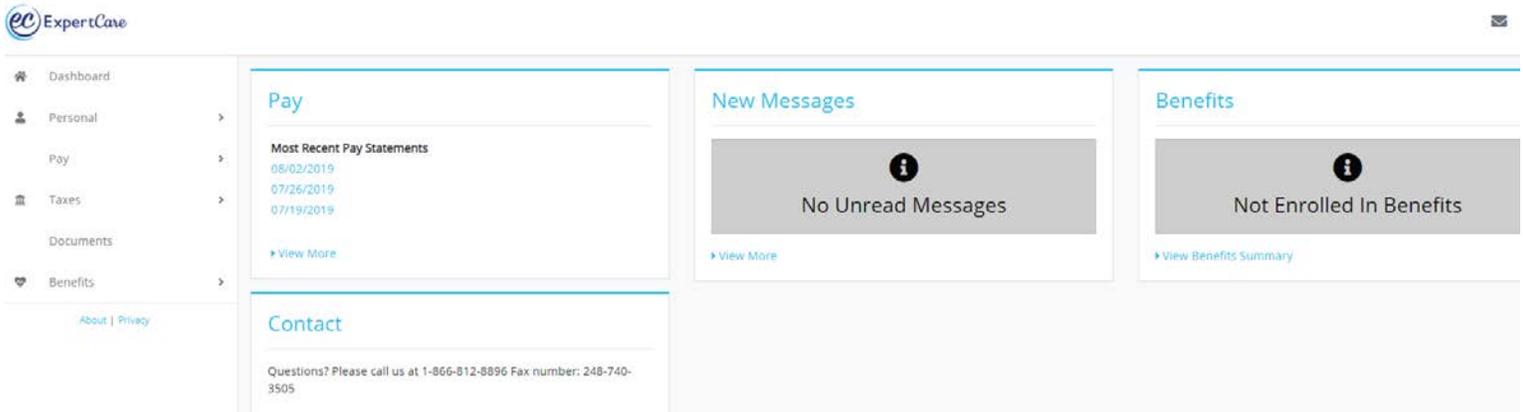
Select **Register**.

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 on the registration screen.

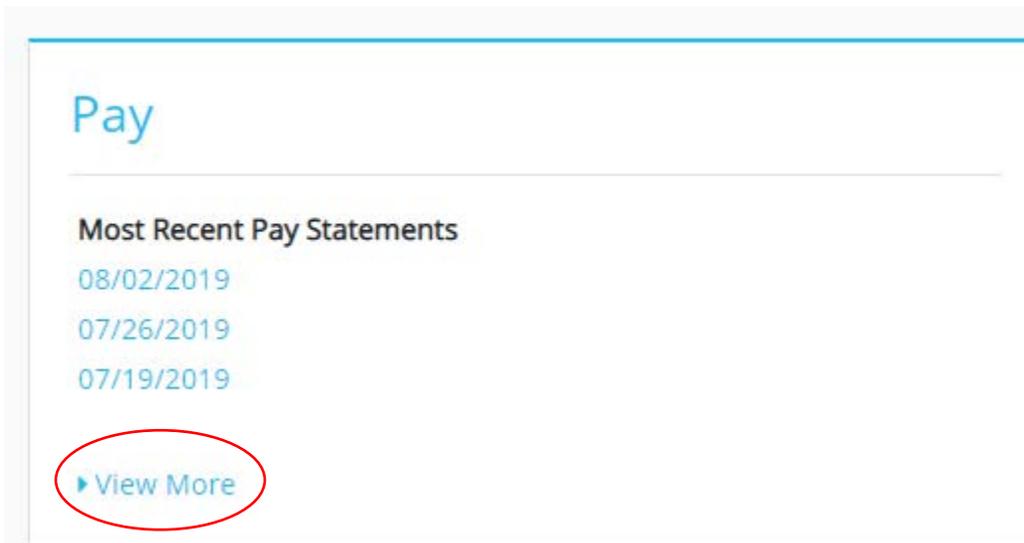
Below is an image of your 'Dashboard'. This is what your screen should look like after logging in.



## CHECK HISTORY / PAY STUB ACCESS

On the Pay widget, your three (3) most recent pay stubs will be listed. To view all pay history, click View More

\*\* You can also get to your pay history by selecting Pay from the left-side menu and then Pay History \*\*



To retrieve your paystub, find the pay date you are looking for and select 'View Paystub'.

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Actions
08/02/2019	431010	\$308.25	\$30.97	\$7.90	\$269.38	<a href="#">View Paystub</a>
07/26/2019	430134	\$188.25	\$18.92	\$7.90	\$161.43	<a href="#">View Paystub</a>
07/19/2019	429363	\$376.50	\$37.84	\$7.90	\$330.76	<a href="#">View Paystub</a>

Your summary for that pay date will be displayed. Select 'View Check' to generate the actual check stub.

Description	Hours	Rate	Amount	Department
HOURS WORKED	31.00	\$0.00	\$0.00	
HRLY WAGES	1.00	\$308.25	\$308.25	

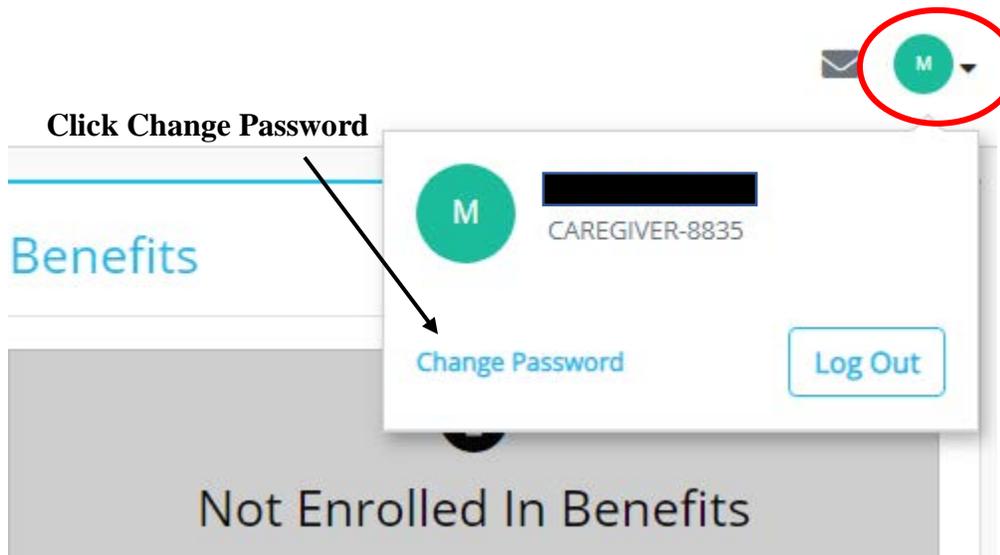
A PDF file will be downloaded to your device. If a dialogue box does not pop-up asking you to 'Open' or 'Save', please check your download folder and make sure your pop-ups are not blocked.

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.

## CHANGE PASSWORD

In the top right corner of your screen, click on the circle with your initial in it.



Enter the requested information. \*\*Please review the password requirements on the right-side of the screen. When password criteria is met, a blue check will appear. Select **Change Password**

A screenshot of a 'Change Password' form. The form has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a small icon on the right side. Below the fields is a blue 'Change Password' button. To the right of the form, there is a section titled 'Password Must' with four requirements, each preceded by a blue checkmark icon: 'be at least 8 characters in length', 'contain at least 1 number', 'contain at least 1 uppercase letter', and 'contain at least 1 lowercase letter'. At the top of the page, there is a blue navigation bar with 'Dashboard' and 'Change Password'.

A pop-up will appear that says your password has been changed and a link to return to the dashboard.

