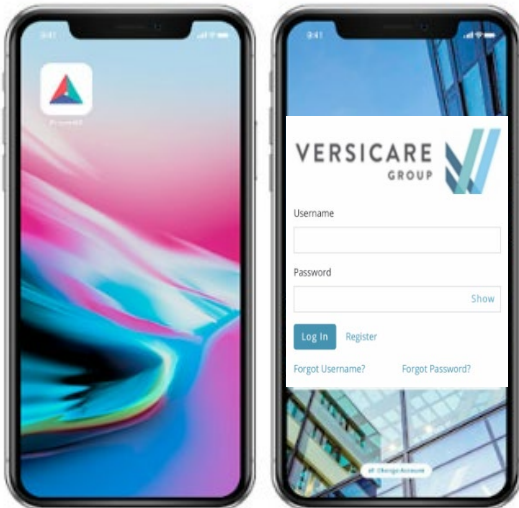


PrismHR– Employee Portal Mobile App

Setup Instructions

Access the Employee Portal on the go through an easy-to-use app.



Your HR and payroll information is always at your fingertips with the new PrismHR Employee Portal app. It's free and easy to set up on your smart phone or tablet.

Anything you can do in the Employee Portal you can do in the PrismHR Employee Portal app.

- Pay stubs & history
- Benefits summary
- Personal contact information
- W2's and more!

Step-By-Step Setup Instructions

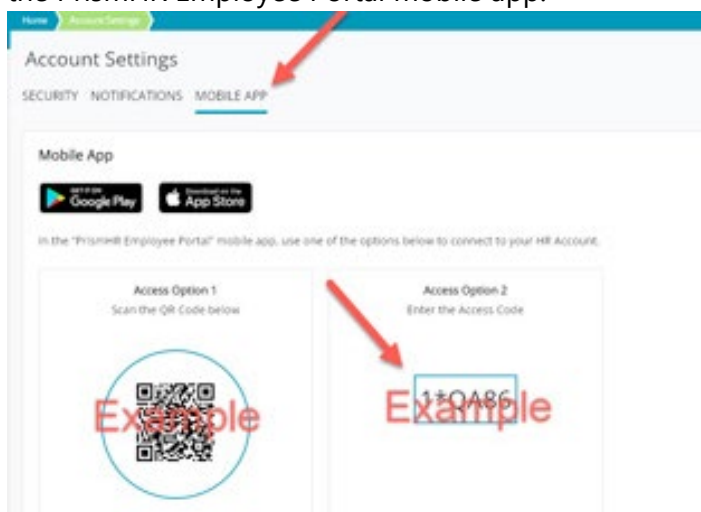
STEP 1

Locate Your Access Code

Log in to Employee Portal as you normally would on a desktop or mobile browser.

Click the arrow next to your profile image and click "Account Settings".

Click on the "MOBILE APP" tab. You will see an access code which will be required the first time you open the PrismHR Employee Portal mobile app.



STEP 2

Download and Set Up the App

The PrismHR Employee Portal mobile app is available for Apple (App Store) and Android devices (Google Play). Download the appropriate app for your device.



Next, you will be required to complete a one-time setup to access your account.

Open the app and set up access using either one of the following options:

- Scan the QR code from your Account Settings page
OR
- Enter the Access Code from your Account Settings page

You will be redirected to login screen. Enter existing username and password. You're done!