

Employee Self Service Portal

The Employee Self Service portal provides access to various features, including:

- check stubs
- W-2 forms
- address updates
- banking information updates
- tax status changes

To register for the Employee Self Service Portal, please visit the website <u>www.pinnacleemployeeservices.com</u> and click on EMPLOYEE PORTAL LOGIN. From there:

- Click on Register
- Follow the steps

PRISMHR APP

Additionally, we offer an app that allows you to access everything in the Employee Portal. To get started, follow these steps:

- 1. From the App store search for PRISMHR Employee Portal and download.
- 2. Account Access: Scan the QR code below or enter the access code "509".
- 3. You will then be redirected to the login screen. Enter the existing username and password to access your account.

Mobile App	
Google Play	
In the "PrismHR Employee Portal" mobile app, use one	of the options below to connect to your HR Account.
Access Option 1	Access Option 2
Scan the QR Code below	Enter the Access Code
	509