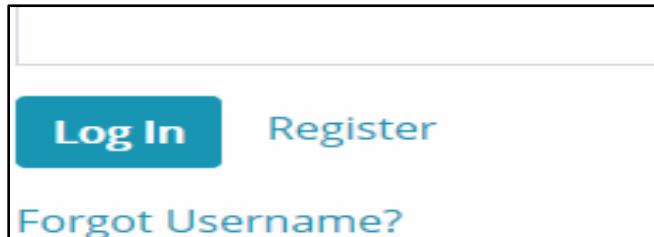


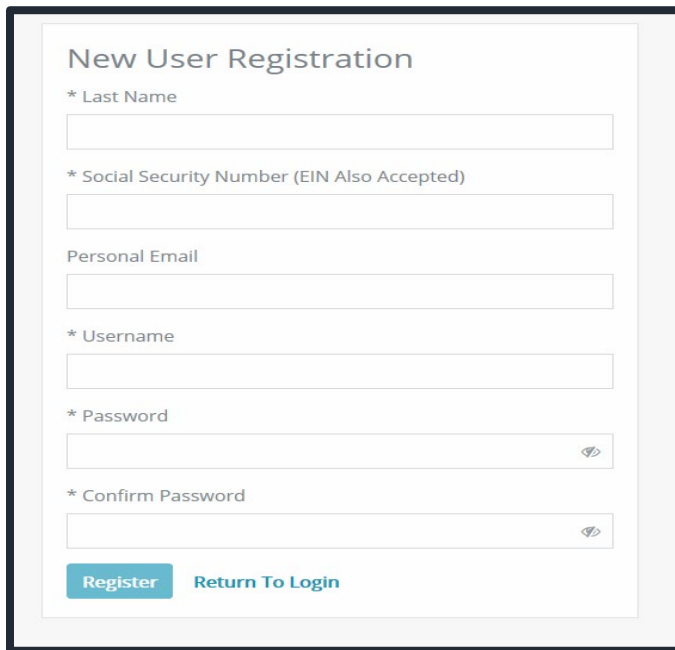
## HOW DO OUR EMPLOYEES SIGN UP ON PRISM?

- 1) Click on the link <https://ihm-ep.prismhr.com/#/auth/login>
- 2) You will need to click the register button next to the login screen to begin:



A screenshot of a web interface showing a login screen. At the top is a white input field. Below it, there is a blue button labeled 'Log In' and a blue link labeled 'Register'. At the bottom, there is a blue link labeled 'Forgot Username?'.

- 3) Enter all your personal information



A screenshot of a 'New User Registration' form. The form has the following fields and options:

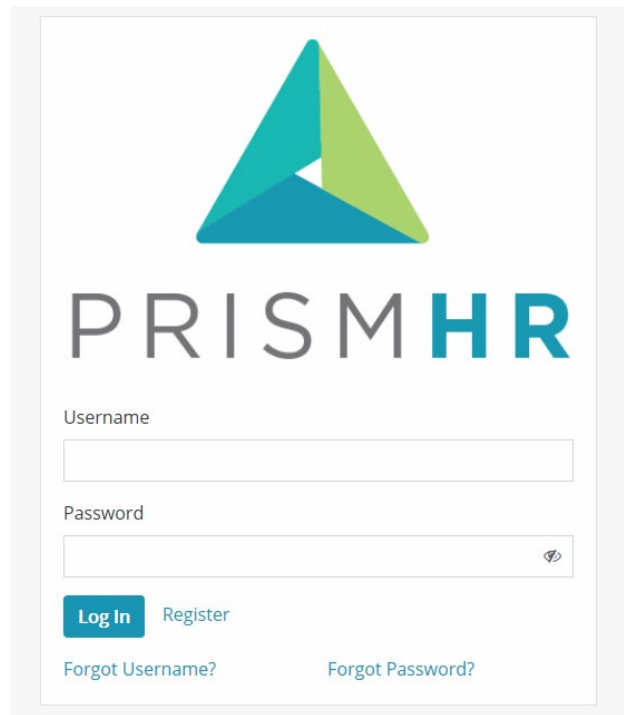
- \* Last Name:
- \* Social Security Number (EIN Also Accepted):
- Personal Email:
- \* Username:
- \* Password:  (with an eye icon to toggle visibility)
- \* Confirm Password:  (with an eye icon to toggle visibility)

At the bottom of the form, there are two buttons: a blue 'Register' button and a blue 'Return To Login' button.

**CRITICAL**

**Make sure to remember your  
username and password as you  
will need this going forward**

- 4) If entered correctly you it will send you back to the main login screen where you will use the username and password you just created to login (if you get an error please contact our office as we may have your details incorrect in the system)



- 5) When you have logged in you will see our main menu screen. You can now verify all your personal information is correct by clicking 'myself'. If you need to make any changes to your direct deposits, view paystubs or change your tax settings you can click 'payroll'

