

# PrismHR Employee Portal App Setup Instructions

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



Anything you can do in Employee Portal you can do in the PrismHR Employee Portal app. You have full access to your HR and payroll information, whenever you need it.

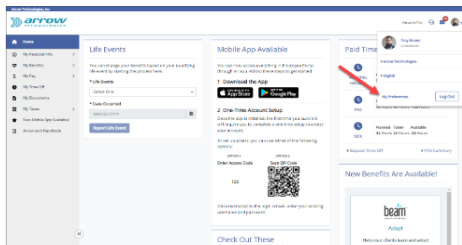
- Pay stubs and history
- Time off requests
- Benefits summary
- Personal contact information
- Document management
- HR support contacts

And if you're a manager, you can approve time off requests, see employee details, and more.

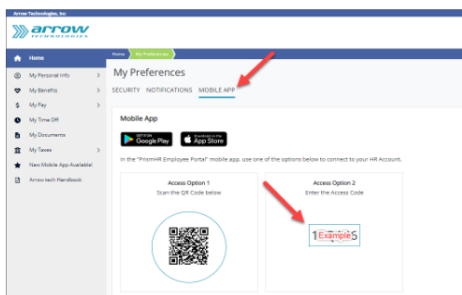
## STEP 1 Locate Your Access Code

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 "My Preferences".



Click on the "MOBILE APP" tab. You will see your six-digit 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

Next, you will be redirected to the login screen.

Enter your existing username and password to access your information using the PrismHR Employee Portal app.

You're done!