

### **Instructions for Accessing Employee Portal**

From the Employee Portal you can update past work history and personal information such as address, phone number, email, etc. You are also able to complete forms and tasks sent to you by your recruiter.

- 1) Click on “Employee Portal” at the top of the page of our website (can also click on the Employee Portal button in the Employee Resources)
- 2) This will redirect you to the Sign-In Page
- 3) Enter in the username and password you created when you first applied.
- 4) If you are having issues logging in, call (414)383-8084 and someone from the office will help you reset your login information.

### **Instructions for Accessing Employee Pay History**

From the Employee Pay History you can access all past check stubs as well as your past W2s.

- 1) Click on “Employee Pay History” which can be found in the Employee Resource page of our website.
- 2) Enter in the username and password you created when you first applied.
- 3) If you are having issues logging in, call (414)383-8084 and someone from the office will help you reset your login information.

