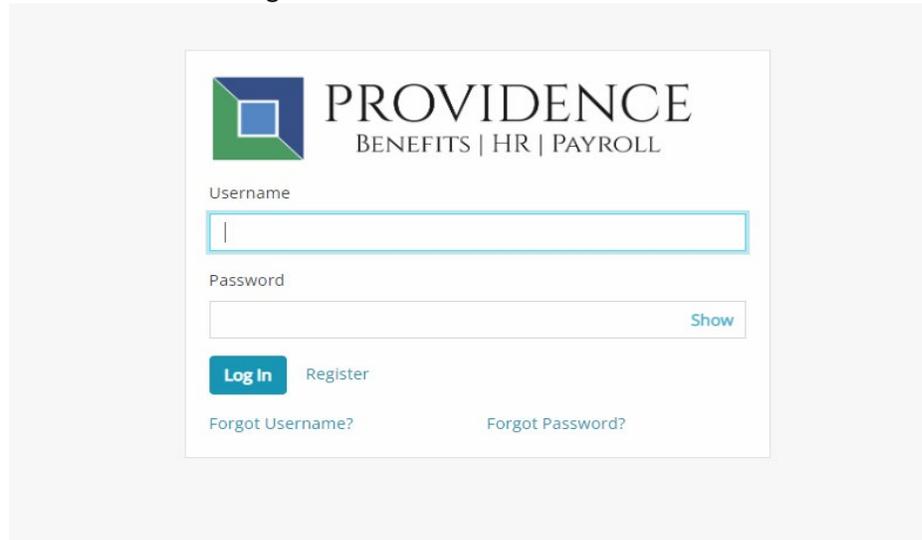


To access your employee portal,

1. Please click this link:

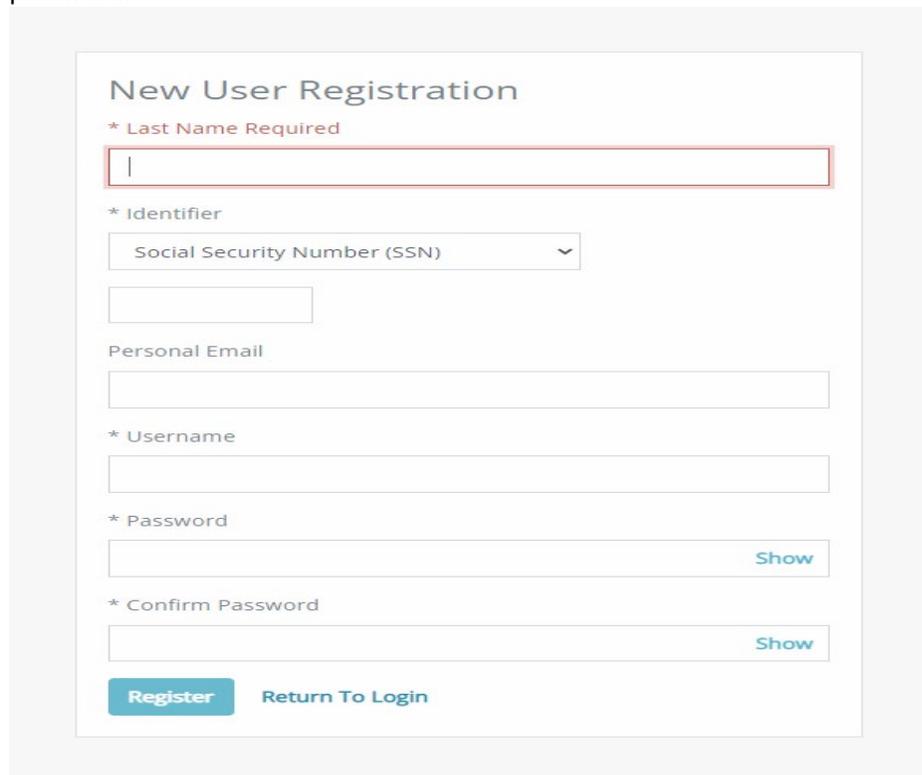
<https://pps.prismhr.com/pps/auth/#/login?lang=en>

2. You should see this logon screen.



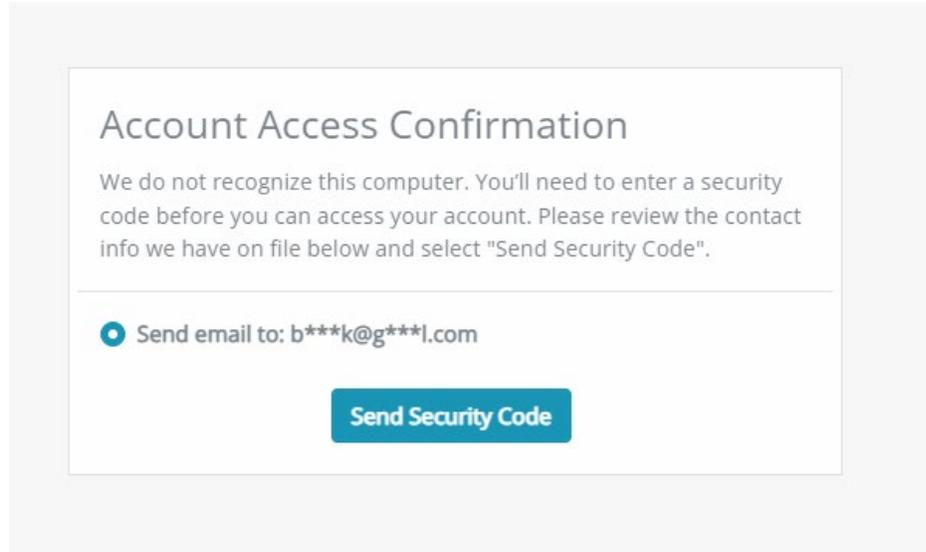
The screenshot shows the login interface for Providence. At the top left is a logo consisting of a blue square with a white square inside, and a green square to its right. To the right of the logo, the text reads "PROVIDENCE" in a large, bold, serif font, with "BENEFITS | HR | PAYROLL" in a smaller, sans-serif font below it. Below the header, there are two input fields: "Username" and "Password". The "Password" field has a "Show" link to its right. Below the input fields are two buttons: "Log In" (in a blue box) and "Register" (in a light blue box). At the bottom, there are two links: "Forgot Username?" and "Forgot Password?".

3. Select "REGISTER"
4. Fill out the Register Screen as shown below. You create your own username and password.

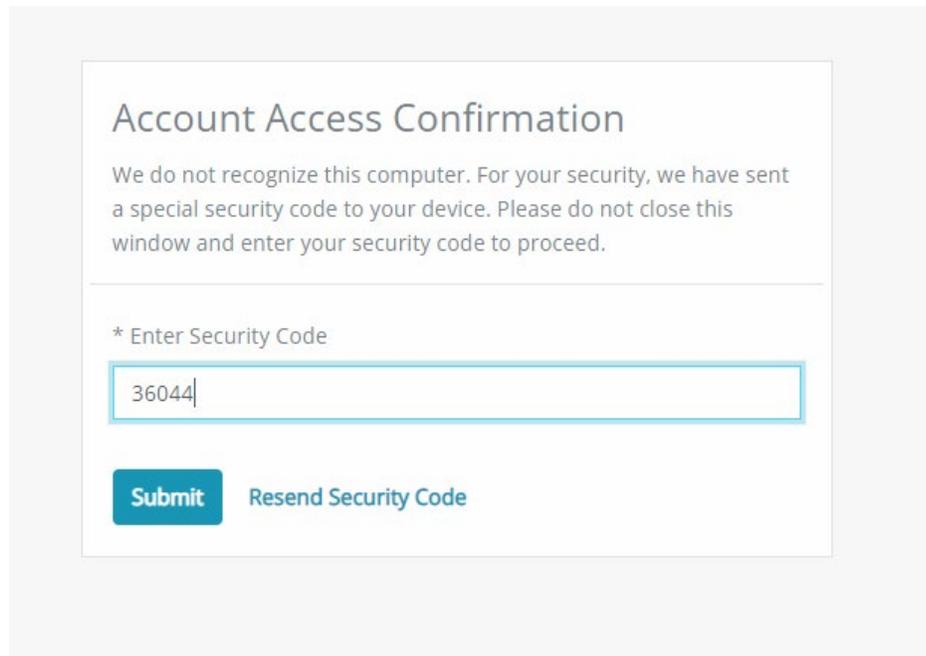


The screenshot shows the "New User Registration" form. The title "New User Registration" is at the top. Below it, there are several required fields marked with an asterisk: "* Last Name Required" (with a red border around the input field), "* Identifier" (a dropdown menu currently showing "Social Security Number (SSN)"), "Personal Email", "* Username", "* Password" (with a "Show" link), and "* Confirm Password" (with a "Show" link). At the bottom, there are two buttons: "Register" (in a blue box) and "Return To Login" (in a light blue box).

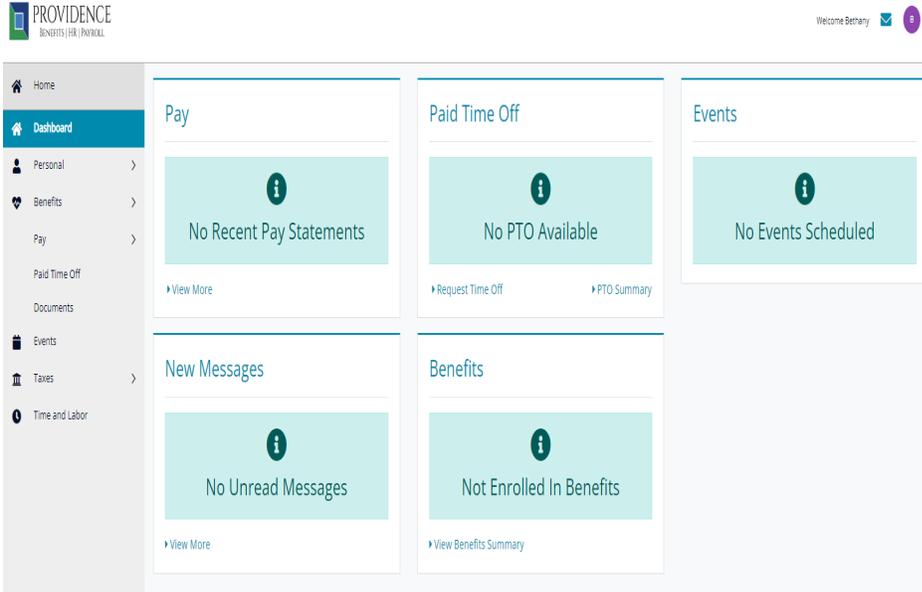
5. Once you successfully register, it will take you back to the original login screen. You can now login with the username and password you just created in your registration process.
6. After you enter your information, the portal will ask you to “verify” your information, by sending a code to the email address you entered during registration.



7. Click the “Send Security Code” button.
8. Check your personal email address for the security code and enter in the box. Then hit submit.



You should now be logged into your EMPLOYEE PORTAL. You can access your paystubs directly from your home screen.



Some of the features listed may not be activated yet but will be in the near future. If you have any questions or concerns, please contact us at PROVIDENCE PAYROLL SOLUTIONS.

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