



## HRS CLOUD: EMPLOYEE PORTAL 101

### HOW CAN I ACCESS THE EMPLOYEE PORTAL?

As an employee of a company that partners with HR Strategies, you have access to your own Employee Portal. You can view your paycheck, past W-2s, tax allowance elections, Paid Time Off (if applicable to your company), and much more! Your access is available 24 hours a day, 7 days a week, 365 days a year!

Navigate to <https://hsr-ep.prismhr.com/> to register or login. When the webpage has loaded, you will be presented with a screen as shown. If you are aware of your credentials you may proceed with signing-in. Otherwise, click on the Register link.

HR STRATEGIES  
Your Human Resource Competitive Edge™

Username

Password

[Log In](#) [Register](#)

[Forgot Username?](#) [Forgot Password?](#)

New User Registration

\* Last Name

\* Social Security Number (EIN Also Accepted)

Personal Email

\* Username

\* Password required

Password Must

- be at least 8 characters in length
- contain at least 1 number
- contain at least 1 uppercase letter
- contain at least 1 lowercase letter

\* Confirm Password required

[Register](#) [Return To Login](#)

### HOW DO I REGISTER FOR MY ACCOUNT?

On the Registration page, you will be prompted to enter your demographic information – be sure to enter information exactly as your Employer has for you on file. Simply fill out the Registration screen as shown; when finished, click the Register button to finalize.

**Remember:** When selecting your password, it must be at least 8 characters in length, contain at least 1 number, contain at least 1 uppercase letter, AND contain at least 1 lowercase letter.

If successfully registered, you will be redirected to the login screen (as shown above) where you will enter your newly chosen username and password.

Once entered, click Log In. If you are having trouble signing-in, follow the steps below for recovering your username or resetting your password.

HR STRATEGIES  
Your Human Resource Competitive Edge™

Username

Password

[Log In](#) [Register](#)

[Forgot Username?](#) [Forgot Password?](#)

### Forgot your username?

If you forgot your username, please enter your email. We will send you an email with your username.

Email

[Submit](#) [Return To Login](#)

### WHAT DO I DO IF I FORGOT MY USERNAME?

If you forgot your username, simply click on the “Forgot Username?” link, below the Login button. On the “Forgot your username?” screen, you will be prompted to enter your email address – remember, this email address must be the same one that your Employer has for you on file. If successful, you will be sent an email with your username.

### WHAT DO I DO IF I FORGOT MY PASSWORD?

To reset your password, you will be presented with a similar process as *forgotten username*. You must know your username in order to continue with the reset process. After clicking on the “Forgot Password?” link, you will be asked to enter your username associated with your Employee Portal.

### Forgot your password?

Enter your username and we will send you instructions for resetting your password.

Username










[Submit](#) [Return To Login](#)

### HOW DO I ENROLL TO OBTAIN ACCESS TO MY W-2 EARLY?

HR Strategies has an e-W2 option when it comes to receiving your annual W-2. This is simply the electronic election of receiving your W-2 online, through your Employee Portal. We encourage all clients and their employees to elect for e-W2 in order for accessing their W-2 earlier than waiting for it to arrive in the mail. It is convenient to access and you can download all historical W-2s if and when needed.

**Note:** If you elect for e-W2, you will **NOT** receive your W-2 via mail. Instead, login to your Employee Portal account to view and/or download the applicable tax year.

In order to elect for e-W2, you will sign-in and navigate to the Tax tab (in the menu). You will then click on W-2. If you are not enrolled in e-W2, you will see an option to enroll, as shown below. If you have already enrolled, you will be presented with a message stating the date on which you elected to be an electronic recipient.

-  [Dashboard](#)
-  [Personal](#) >
-  [Benefits](#) >
-  [Pay](#) >
-  [Taxes](#) v
- [Tax Withholding](#)
- [W-2](#)
- [1095-C](#)
-  [Paid Time Off](#)
-  [Documents](#)
-  [Events](#)
-  [myHRS Perks](#)

To enroll in the e-W2 program, agree to the Terms and Conditions and click on the Enroll button.

The screenshot shows a web interface for W-2 management. At the top, there is a navigation bar with 'Dashboard' and 'W-2'. Below this, the page title is 'W-2'. A yellow warning banner states: '! You are not currently enrolled to receive an early Electronic W-2. Please see the Early W-2 Election section below to enroll.' The main content area has a section titled 'Download Your W-2' with the instruction 'Select a year/employer from your available W-2's and click the download button.' Below this is a dropdown menu labeled 'Select One' and a download icon. The 'Early W-2 Election' section is highlighted with a red box. It contains the following text: 'We are happy to be able to offer you the Electronic W-2 (E-W2) program, which allows you to obtain your Form W-2 directly from our HR Strategies Web Self-Service Site as soon as it is available. Obtaining your W-2 in this manner offers several advantages: \* Faster receipt of your W-2 - as much as 2-3 weeks sooner than traditional mailed copies \* More secure - no more lost in the mail, delivered to the wrong address, or misplaced W-2s \* More convenient - download and print at your convenience, when you need it, with unlimited reprints \* Easy - just a couple of mouse clicks to obtain your W-2'. Below this is a 'Terms And Conditions' section with a bullet point: 'If you elect to participate in the HR Strategies Electronic W-2 (E-W2) program, you will not receive a printed copy in the mail. This election will remain in effect every year until revoked in writing.' At the bottom of this section is a consent form: '1  I hereby provide my consent to HR Strategies to make my Form W-2 available electronically, subject to the terms and conditions stated above. Enroll 2'. The 'Enroll' button is highlighted with a red circle and a mouse cursor.

If you have already enrolled in the program, you will see the following message:

The screenshot shows the same web interface as above, but with a green confirmation banner at the top: '✓ This is confirmation that you have elected participation in the E-W2 program on [redacted]'. The 'Download Your W-2' section and the 'Early W-2 Election' section are still visible, but the consent form and 'Enroll' button are no longer present.

**Tip:** If you do not enroll in the e-W2 program, you will receive your W-2 via mail at the address we have on file. If you do not have your W-2 by February 14, 2019, please contact us below to confirm your information. We will have all hard-copy W-2s mailed by January 31, 2019.

If you need additional assistance, please contact us via email at [support@hr-strategies.com](mailto:support@hr-strategies.com) or by phone at (770) 339-0000, Option 1.