

## ACCESS THE EMPLOYEE PORTAL ON THE GO MOBILE APP FOR EMPLOYEES

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
- Personal contact information
- Document management

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



### GET STARTED

1

#### DOWNLOAD APP

The free PrismHR Employee Portal Mobile App is available for Apple (App Store) and Android devices (Google Play).



2

#### ACCESS CODE

Next, you will be required to complete a one-time setup to access your account.

Open the app and set up access by entering the code 483.

483

3

#### LOG IN

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