



## **Prism Employee Self Service Registration Instructions**

1. Go to <https://infhsg-ep.prismhr.com/#/auth/login>
2. Click Register

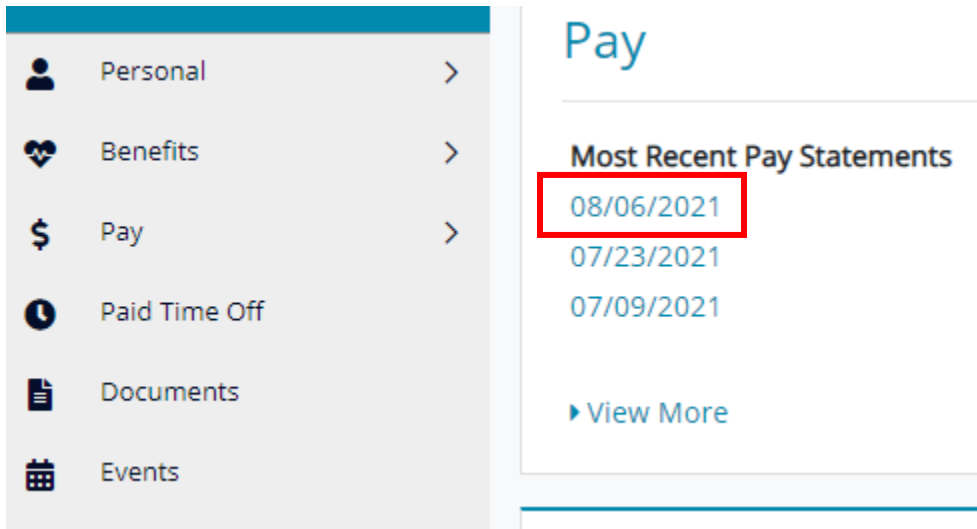
Two screenshots of the INFINITI web portal. The left screenshot shows the login page with fields for Username and Password, a "Show" button, and a "Register" button highlighted with a red box. The right screenshot shows the "New User Registration" page with fields for Last Name, Social Security Number (EIN Also Accepted), Username, Password, and Confirm Password, along with "Register" and "Return To Login" buttons.

The left screenshot shows the INFINITI logo and "PAYROLL · HR · BENEFITS" text. Below is a "Username" field, a "Password" field with a "Show" button, and a "Register" button highlighted with a red box. There are also links for "Forgot Username?" and "Forgot Password?".

The right screenshot is titled "New User Registration" and contains the following fields: "\* Last Name", "\* Social Security Number (EIN Also Accepted)", "\* Username", "\* Password", and "\* Confirm Password". At the bottom are "Register" and "Return To Login" buttons.

3. Complete New User Registration and then Return to Login -you can login with the user name and password that you created
4. If you have forgotten your password, use the Forgot Password Option on the login screen
5. **If you need assistance, please call 866-552-6360**

6. To access your **Pay Stub Information** – Click on the Pay Date of the check you want to view.



Click on Earnings, Taxes Withheld or Deductions to view details.

To View/Print a pay stub, click on View Check, your check will open in new file. Click on the file to view your paystub.

INFINITI  
PAYROLL HR-BENEFITS

Home Pay History Pay Detail

Pay Detail

Pay Period: 03/02/2020 - 03/08/2020 #1072264

Net Pay	\$1,139.39
ACH Amount	\$0.00
Check Amount	\$1,139.39
Paid 03/13/2020	<a href="#">View Check</a>

EARNINGS TAXES WITHHELD DEDUCTIONS

Description	Hours	Rate	Amount	Department
BONUS	1.00	\$1,500.00	\$1,500.00	

Viewing 1 - 1 Of 1

Ok

Paycheck1072264.pdf

7. To update your **Address: Personal, Address**, make your updates, then Verify Address.



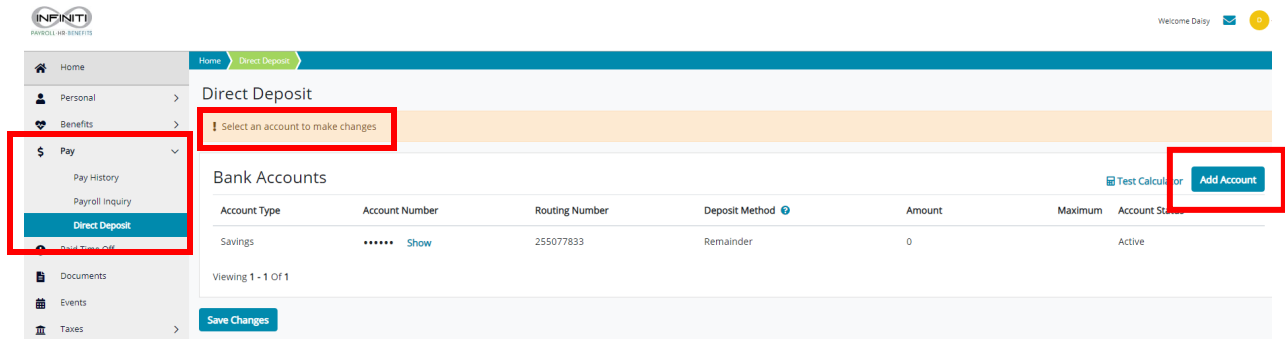
The screenshot shows the INFINITI payroll system interface. On the left is a navigation menu with items: Home, Personal, Employment Summary, Personal Info, Contact Info, Address (highlighted), Emergency Contacts, Veteran Status, Driver's License, Vehicles, Vehicle Insurance Policies, Benefits, Pay, Paid Time Off, and Documents. The main content area is titled 'Address' and has tabs for 'RESIDENT', 'MAILING', and 'W-2'. Below the tabs, there is a form with the following fields: 'Please enter your address.', '\* Address Line 1' (containing '3905 National Drive'), 'Address Line 2' (empty), and '\* Zip' (containing '20866'). At the bottom of the form are two buttons: 'Verify Address' (highlighted with a red box) and 'Cancel'.

8. To update your **Tax Status or Withholding**, click on Taxes – Tax Withholding – make changes as needed, then Save.



The screenshot shows the INFINITI payroll system interface. On the left is a navigation menu with items: Home, Personal, Benefits, Pay, Paid Time Off, Documents, Events, Taxes (highlighted), and Tax Withholding (highlighted). The main content area is titled 'Tax Withholding' and has a sub-section for 'Federal Tax'. Below this, there are two sections: 'Allowance' with a value of '1' and 'Filing Status' with a value of 'Married (pre 2020)'. Below these is another section for 'WA State Tax - Resident'.

9. To update or add your **Direct Deposit** information, go to **Pay – Direct Deposit**. To make changes, click on the orange bar ‘! Select an Account to make changes.’ To add an account, click on **Add Account** (see below for further instructions.) To delete an existing account, click on the account and **Remove**.



Fill in Routing Number (bank name will fill in automatically), Account type- Checking or Savings, Account Number including any preceding zeros, Deposit Method –choose Fixed, Percent or Remainder. If you want the entire check to be deposited, choose **Remainder**.

### Add Account

**Account Info**

\* Routing Number

\* Bank Name

\* Account Type

\* Account Number  [Show](#)

\* Confirm Account Number  [Show](#)

**Settings**

\* Deposit Method

**Maximum**