



## EMPLOYEE SELF-SERVICE PORTAL QUICK REFERENCE GUIDE

Welcome to Vfficient! This quick reference guide is designed to help users register and access the employee self-service portal (ESSP). From the portal, users can:

- Update personal information
- View and reprint payroll check stubs
- Print copy of W2s

To begin, open a new browser window or tab, and navigate to <https://vns-ep.prismhr.com/#/auth/login>

1. If the user already has a username and password, enter the appropriate information and click 'Log In'.
2. To register for a username and password click 'Register'. After registering, use the username and password you just created, and you will be taken to the ESSP.

A screenshot of the Vfficient login page. At the top, there is a header with the Vfficient logo and the text "Your online portal to accessing your pay stubs, W-2's, Benefits and much more". Below the header, there are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields, there are two buttons: "Log In" (in a blue box) and "Register". At the bottom of the form, there are two links: "Forgot Username?" and "Forgot Password?". At the very bottom, there is a "Language" dropdown menu set to "English".

If the user has forgotten their username or password, simply click the 'Forgot Username' or the 'Forgot Password' link, and follow the instructions.