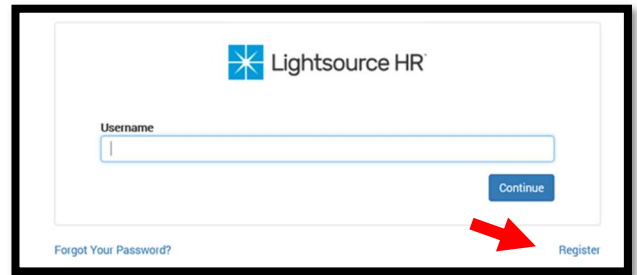


1. Click the URL below to access the portal

- <https://ctwee.prismhr.com/ctw/cmd/login>

2. Click *Register* to establish a new user

- If you have already registered go to step 4

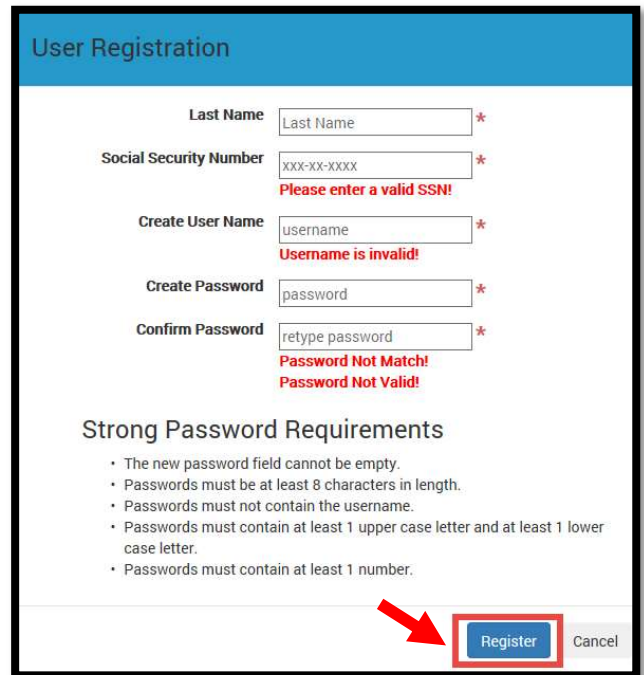


3. Complete the User Registration

- Enter Last Name, Social Security Number, Create User Name, Create Password, Confirm Password
- Click *Register* to complete registration

4. Login

- Use the newly created Username and Password



5. Click *Myself* to

- Update personal information
- Change password



6. Click *Payroll* to

- View Paystubs
- Update Direct Deposit
- Change Tax Settings



7. Click *Time Off* to

- View PTO Balances
- Request PTO
- View Time Off History



8. Click *Benefits* to

- View Benefit Summary
- View 401k Summary
- Online Benefit Enrollment

