1. Click the URL provided from your manager

   ➢ Example: https://ctwee.prismhr.com/ctw/cmd/login

2. Click *Register* to establish a new user

3. Complete the User Registration

   ➢ Enter Last Name, Social Security Number,
     Create User Name, Create Password, Confirm Password
   ➢ Click *Register* to complete registration
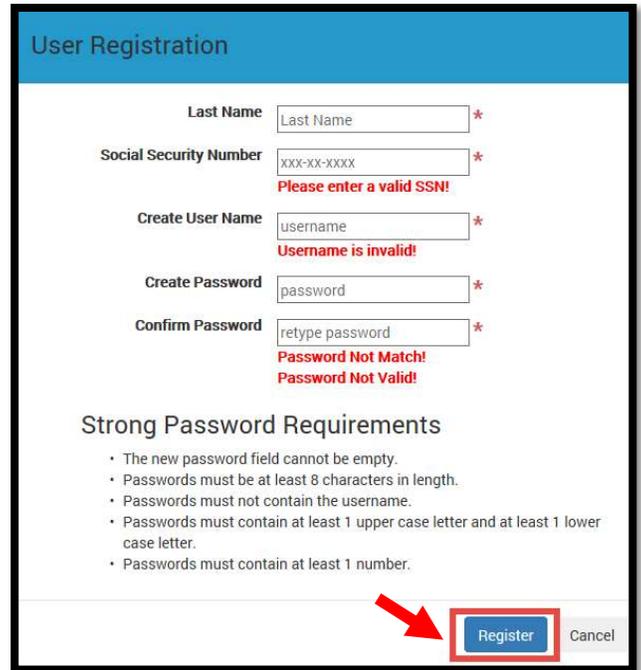
4. Login
   ➢ Use the newly created Username and Password

5. Click *Myself* to
   ➢ Update personal information
   ➢ Change password
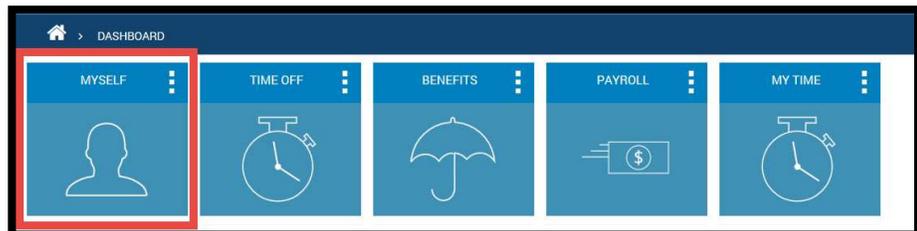
6. Click *Payroll* to
   ➢ View paystubs
   ➢ Update direct deposit
   ➢ Change tax settings