

- 1. Click the URL provided from your manager
  - Example: <u>https://ctwee.prismhr.com/ctw/cmd/login</u>
- 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

User Registration		
Last Name	Last Name	*
Social Security Number	xxx-xx-xxxx	*
	Please enter a valid SSN!	
Create User Name	username	*
	Username is invalid!	
Create Password	password	*
Confirm Password	retype password	*
	Password Not Match! Password Not Valid!	
Strong Password Requirements		
<ul> <li>The new password field cannot be empty.</li> <li>Passwords must be at least 8 characters in length.</li> <li>Passwords must not contain the username.</li> <li>Passwords must contain at least 1 upper case letter and at least 1 lower case letter.</li> <li>Passwords must contain at least 1 number.</li> </ul>		
		Register Cancel

## 5. Click Myself to

- Update personal information
- Change password



## 6. Click Payroll to

- View paystubs
- Update direct deposit
- Change tax settings