

Leave Payday To The Pros

The Employee Portal - User Guide

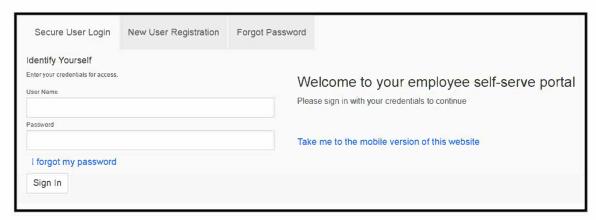
The Employee Portal is a Web-based portal offering employees access to their payroll information (pay stubs and W2s) via the Internet. The Employee Portal can be used on tablets and mobile devices.

Note: When viewing the portal on a mobile device, only the 3 most recent pay stubs and most recent W2 are available.

Initial Login to the Employee Portal

- * You will need the information from any recent pay stub to register to use the Employee Portal
- 1. Open a web browser and go to http://ee.BirchwoodPayroll.com

Result: The Login screen opens to the Secure User Login tab.



2. Click on the "New User Registration" tab.

3. Complete all required information, first choosing your login name and temporary password, followed by the pay information that can be found on any recent pay stub. See Page 3 and Page 4 for examples of a regular check and a direct deposit check. Any recent pay stub will work. When complete, press the "Register Me" button.

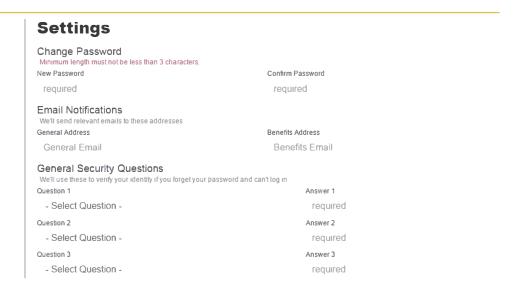


Employee Portal

Setup Your Credentials	Provide P	Provide Pay Information				
Enter credentials to use for validation.	Answers are fo	Answers are found on your pay statement.				
Login Name	Company Cod	Company Code				
required	required	required				
Password	SSN	SSN				
required	required					
* Must be at least 8 characters long and contain at least 1 Letter, 1 number and 1 symbol.	Check Numbe	Check Number For DIRECT Deposit, you must enter the MINUS in				
Confirm Password	required	check number i.,e "-999983 7 6"				
required	Current Total E	ings				
, oquilou	required	required				

Result: The Settings screen opens, on which are Security Questions the user must set up for future login.

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4. Complete the required information on the Setting screen and then press the



5. Click **Pay** to view the information displayed in the Pay section on the Dashboard, which will include access to all past pay stubs as well as W2s for each year of employment. All pay stubs and W2s can be viewed directly in the portal and also saved as PDF files for saving or printing.

Example of INITIAL REGISTRATION with a Direct Deposit Check

Citizens Bank 1 Citizens Drive, Riverside, RI 114 1533

Check Date 9/4/2020

Check Number Memo

\$*****

Pay No Dollars and No Cents

To the Order of: 515

Luke J Gag 8 North Rd Hudson, NH 03051 969 -99998376 NON NEGOTIABLE

Authorized Signature

Luke J Gag			Hobment LLC	140 Hard St Manchester, NH 03103 (603) 434-2775			
Company	Period Begin	Division					
4348	8/22/2020						
Number	Period End	Branch					
969	8/28/2020						
Social Security #	Check Date	Department					
XXX-XX-7130	9/4/2020	515					
Hire Date	Check Number	Team					

Earnings						Deductions		
Description	Location / Job	Rate	Hours/Pieces	Current	Year To Date	Description	Current	Year To Date
egular		17,00		623.39		Fed (S/1) (623.39)	52,32	
-3						OASDI (623.39)	38.65	
						Medicare (623.39)	9.04	284.0
						Direct Dep - Ne 30691XXXX	523.38	
						Direct Dep - Ne 3003 1XXXX	323.30	10323.0
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			:		:			
4-1 Cameles es			20.07	623.39	10500.00	Total Dadwatiana	623.39	10500
tal Earnings ET PAY	523.3		36.67 Direct Depo			Total Deductions Check Amount	0.00	19588. 0.

Example of INITIAL REGISTRATION with a Regular Check

People's United Bank 850 Main Street, Bridgeport, NH 51-724 221172186

Check Date 6/26/2020

Check Number 1052

Pay Four Hundred Ninety Dollars and Sixty-Five Cents

\$****490.65

To the Order of:

Division

Branch

1052 14

Jill Holand

152 Avo St

Period Begin

6/13/2020

Period End

Jill Holand

Company

2<mark>183</mark> Number

Manchester, NH 03102

* VOID AFTER 90 DAYS *

Authorized Signature

Manchester, NH 03102 (603) 627-5595

68 Car Street

""OO 1052" | 12211721861 O38 2371

Car St Sales LLC

14 Social Security # XXX-XX-2345 Hire Date 4/27/2020	6/19/2020 Check Date 6/26/2020 Check Number 1052	Department 517 Team							
Earnings							Deductions		
Description	Location / Jo	b	Rate	Hours/Pieces		Year To Date	Description	Current	Year To Date
Regular			17.00	35.00	595.00	4760.00	Fed (S/0) (595.00)	58.83	
						l .	OASDI (595.00)	36.89	295.12
							Medicare (595.00)	8.63	69.04
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Total Earning	IS	490.65	T-4-11	35.00		4760.00	Total Deductions	104.35 490.65	834.80 3925.20
NET PAY		490.65	lotal	Direct Dep	OSITS	0.00	Check Amount	490.65	აყ25.20