

Employee Portal



- **Signing In / Using the Portal**

PURPOSE: Provide employees with a secure electronic means of retrieving their documents (Check Stubs, W2s, and 1095Cs).

Additional Uses: Review W4 selections, address, and phone numbers.

TO SIGN IN:

1. Open the link for the portal
2. Enter your email address
3. Enter your portal password
4. Click the **LOGIN** button

A screenshot of the Employee Portal login page. At the top left is the 'fi FINANCIAL INTELLIGENCE' logo. The main heading reads 'Employee Portal Your County Account Management'. Below this are two input fields: 'Email Address:' followed by a text box containing 'Email Address', and 'Password:' followed by a text box containing 'Password'. A dark grey 'LOGIN' button is positioned below the password field. At the bottom, there is a link that says 'Forgot Your Password? [Click here](#)' and a horizontal line below it.

Employee Portal

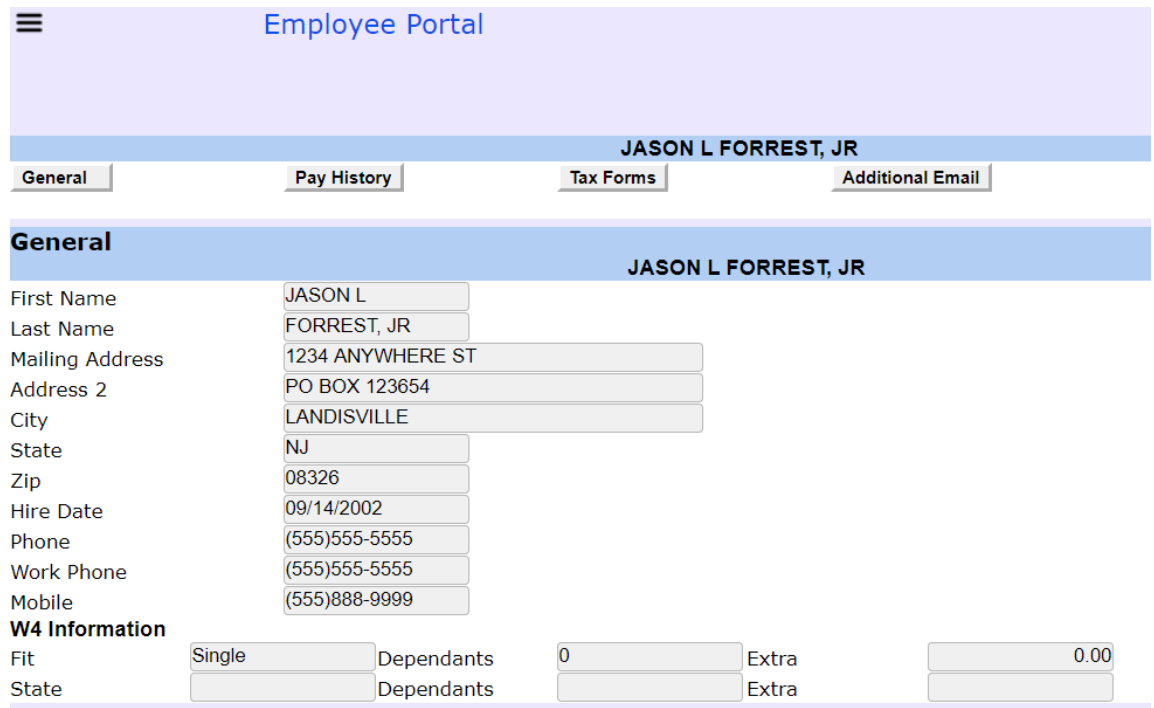
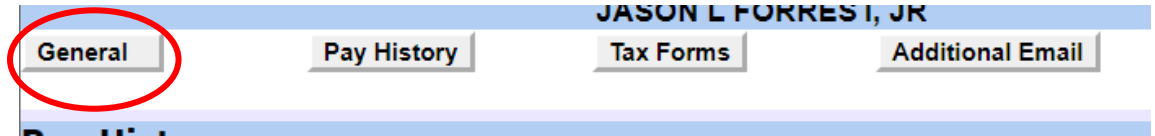


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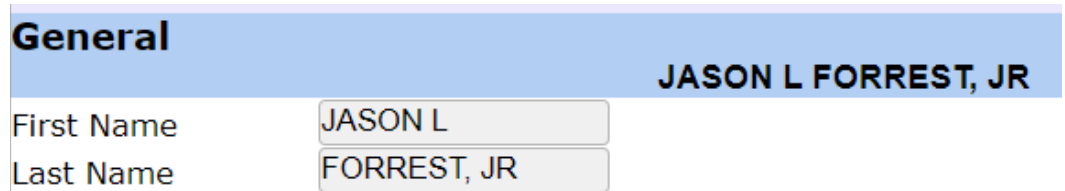
USING THE PORTAL:

1. General Screen – this screen will display your personal information including tax information

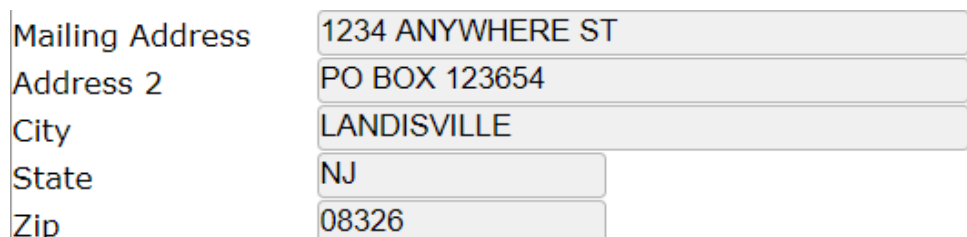
a. The portal will open to the General screen



b. You will be able to see your name



c. Address



Employee Portal



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d. Hire Date

Hire Date	09/14/2002
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e. Phone Numbers

Phone	(555)555-5555
Work Phone	(555)555-5555
Mobile	(555)888-9999

f. W4 information – contains Federal Income

W4 Information					
Fit	Single	Dependants	0	Extra	0.00
State		Dependants		Extra	

2. Pay History Screen – This screen will show the check listing for all of the checks paid to you on the FI system (new installations will have “summary check” listings for W2 and report purposes you will need to use the check stub you received on the old system)

JASON L FORREST, JR

General
Pay History
Tax Forms
Additional Email

JASON L FORREST, JR

General
Pay History
Tax Forms
Additional Email

Pay History

#	End Date	Check Date	Check Number	Gross Amount	Net Amount	Print Stub
1						✱
2						✱
3						✱
4						✱
5						✱
6						✱
7						✱
8						✱
9						✱
10						✱
11						✱
12						✱
13						✱
14						✱
15						✱
16						✱
17						✱
18						✱
19						✱
20						✱

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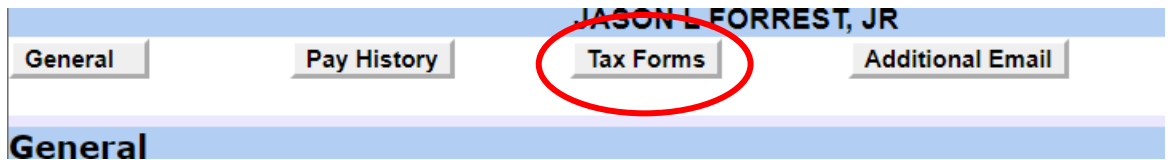
a. Check information will be listed in the grid, click the PRINT STUB action button next to the check you want to view or print

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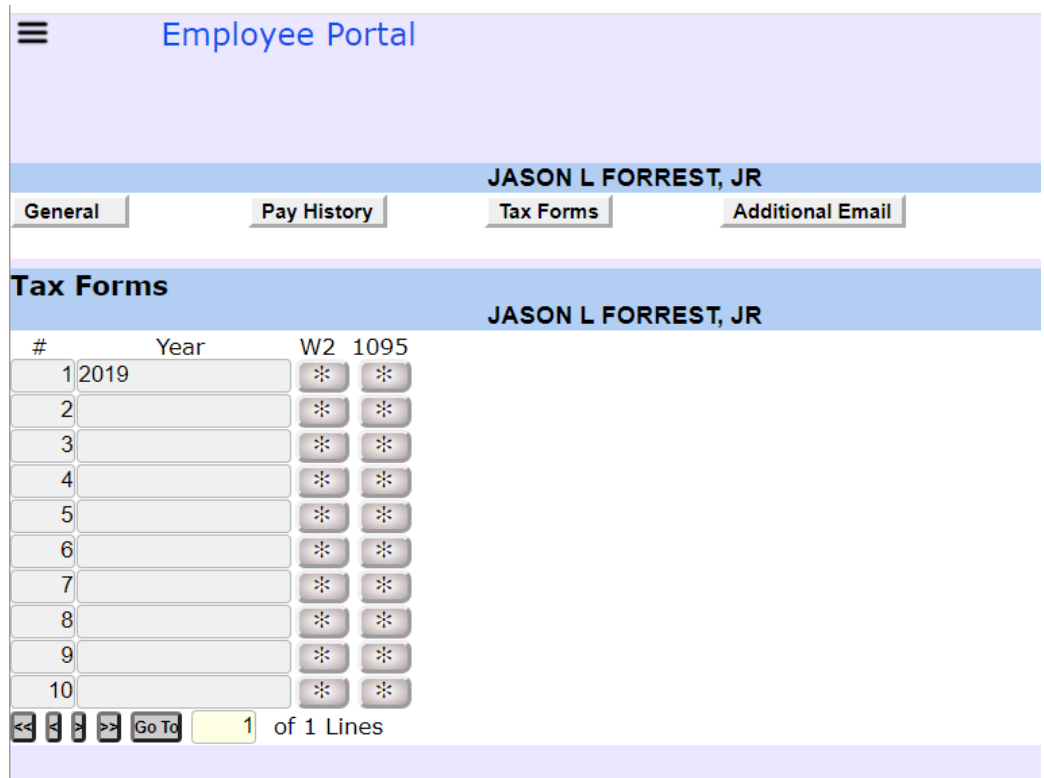


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3. Tax Forms – this screen will allow the reprint of any W2s or 1095Cs created on the FI system

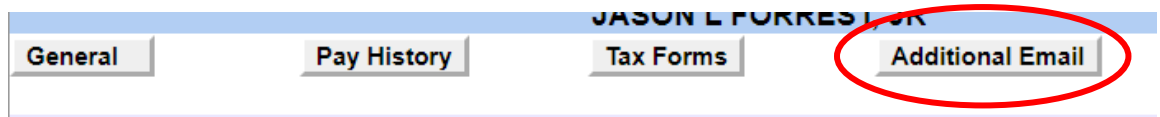


a. The year of the tax forms will be listed in the grid



b. Click the button (either W2 or 1095) of the document you want to view / reprint

4. Additional Email – this screen will allow you to change your email address



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Additional Emails JASON L FORREST, JR

Current Email	<input type="text" value="beckyb@financial-intel.com"/>
New Email	<input type="text"/>
Verify Email	<input type="text"/>
New Email	<input type="text"/>
Password	<input type="password"/>
Verify Email	<input type="text"/>
Password	<input type="password"/>

Commit Email Change

- Enter the new email address
 - Verify the new email address
 - Enter a new password
 - Then Verify the new password
 - Click the **COMMIT EMAIL CHANGE** button
5. Make sure you logout everytime you are finished using the portal (there is a built in time that will auto-log you out of the portal after the portal is idle for a period of time). To logout

- Click the three lines to the left top of the screen, a menu will open



- You can either click the logout symbol at the top right of the menu or
- You can click the LOGOFF menu item

