

Employee Portal

- **Registration**

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 REGISTER:

1. Have the Payroll Clerk add your personal email to your employee record – after the email is added you will receive an email from support@financial-intel.com in about 20 minutes from the time the email is added.

! Hint! Use your personal email – if you leave this employer you will want to retain the ability to access your data!



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2. Click the link contained in the email – the link in your email will be different; the registration screen for your porta will open

3. Enter a password and verify the password in the fields, then click the **RESET PASSWORD** button

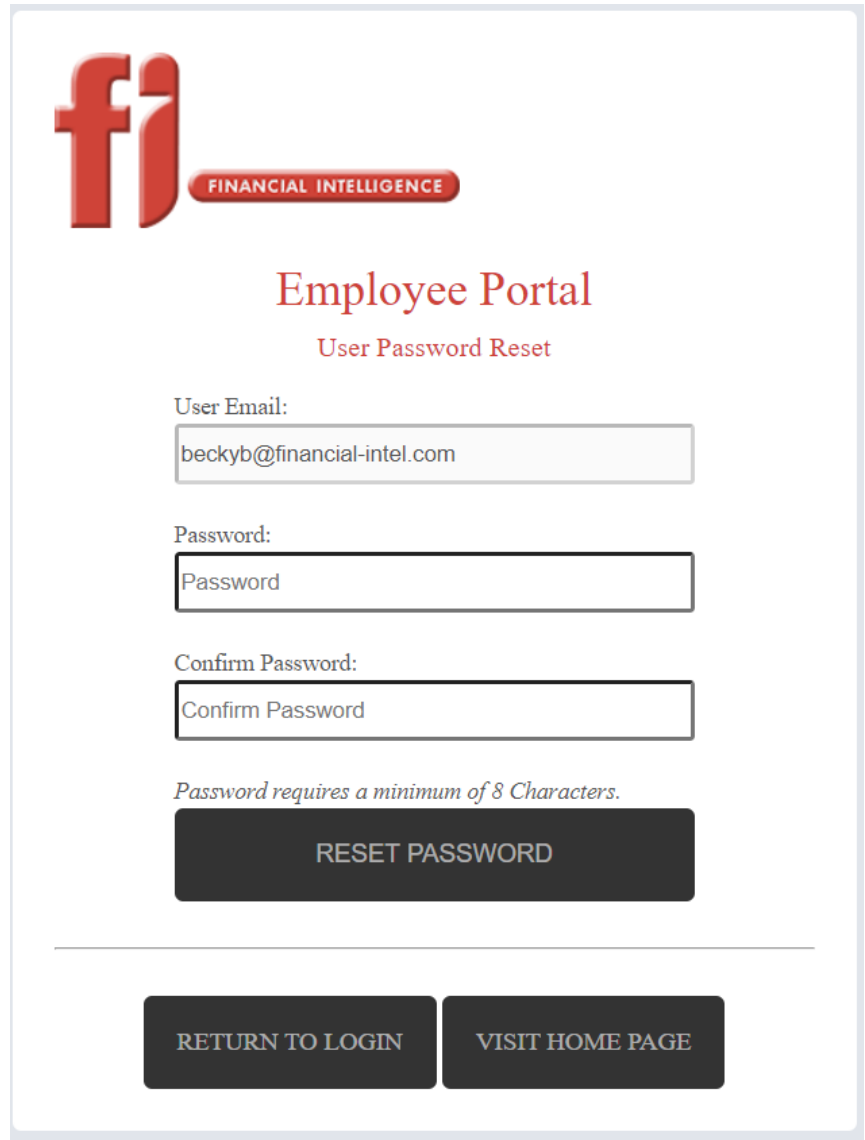


Quick Tip!

The password must be at least 8 characters long and must contain at least one of the following

1. *Uppercase Letter*
2. *Lower Case Letter*
3. *Number*
4. *Symbol*

<http://192.168.212.119/relS/portal/fiep.html?M=P&Email=beckyb@financial-intel.com&Chkm=987284599>



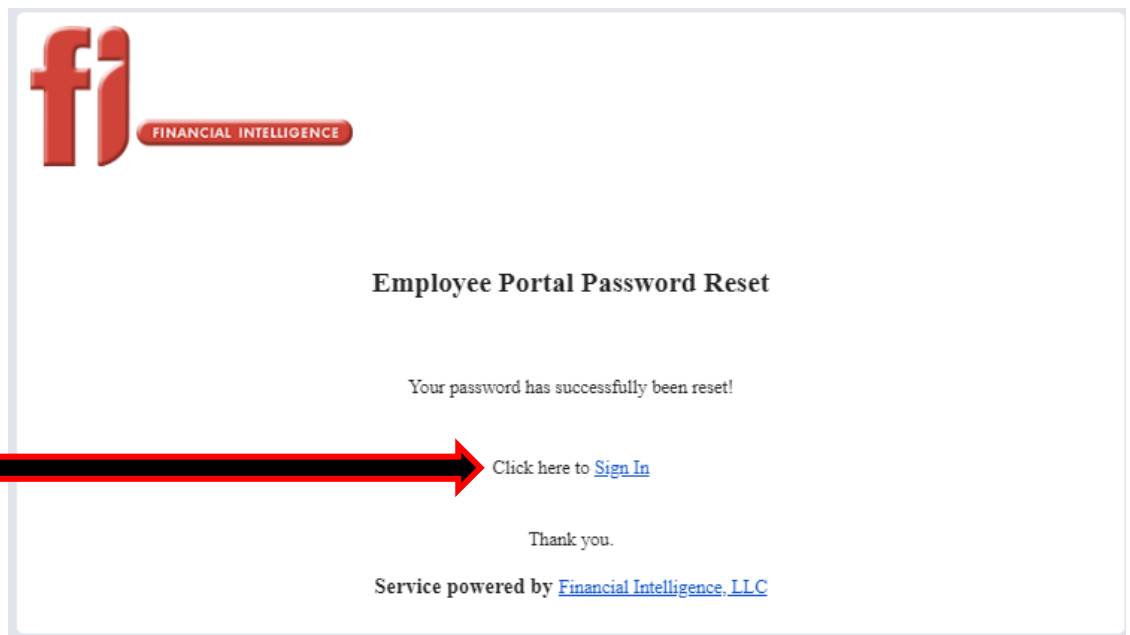
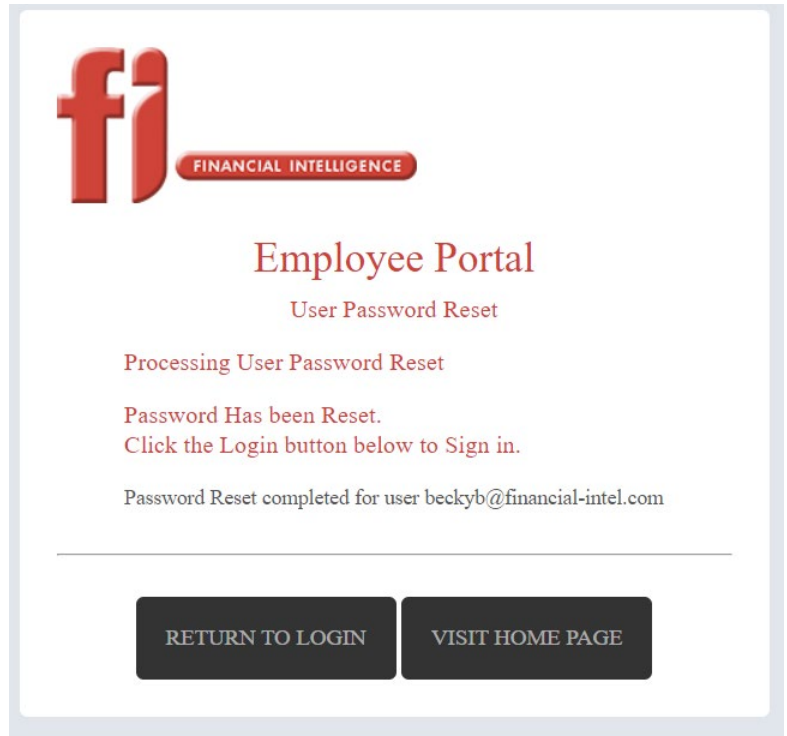
The screenshot shows the 'Employee Portal' interface for a 'User Password Reset'. At the top left is the 'fi FINANCIAL INTELLIGENCE' logo. The title 'Employee Portal' is centered in a large red font, with 'User Password Reset' below it in a smaller red font. The form contains three input fields: 'User Email:' with the value 'beckyb@financial-intel.com', 'Password:' with the placeholder 'Password', and 'Confirm Password:' with the placeholder 'Confirm Password'. Below the fields is a note: 'Password requires a minimum of 8 Characters.' A large dark grey button labeled 'RESET PASSWORD' is centered below the note. At the bottom of the page are two dark grey buttons: 'RETURN TO LOGIN' and 'VISIT HOME PAGE'.

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4. A verification screen will appear, you can close this – as another link will be emailed.

Then in 5 to 10 minutes you will receive a link to the Employee portal. Click the **SIGN IN** link.



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5. Save or add this link to your favorites for easy access (your URL will be different) – or keep this email so you can sign in from it again

6. Use the email you registered with and the password you set for your portal, then click the LOGIN button

A screenshot of the Financial Intelligence Employee Portal login page. At the top left is the 'fi' logo with 'FINANCIAL INTELLIGENCE' in a red pill-shaped box. The main heading reads 'Employee Portal Your County' in a red serif font, with 'Account Management' in a smaller red sans-serif font below it. There are two input fields: 'Email Address:' followed by a text box containing 'Email Address', and 'Password:' followed by a text box containing 'Password'. Below these is a dark grey button with 'LOGIN' in white. At the bottom, there is a link: 'Forgot Your Password? [Click here](#)' followed by a horizontal line.

fi FINANCIAL INTELLIGENCE

Employee Portal Your County

Account Management

Email Address:

Password:

LOGIN

Forgot Your Password? [Click here](#)
