

Employee Anytime Access Guide

Logging Into Employee Portal

Step 1:

Log into <http://employee.dhrlive.com>

When you reach this new Employee Login screen for the first time, click "Registration" in the lower right.



Welcome
Please log in

[Forgot Password](#)

[Registration](#)

Step 2:

This initial login will ask you to enter your **Social Security Number, your Date of Birth and your Phone Number.**

If all of the data matches, you will be asked to establish your login information: an email address and a personal password, and you will be able to sign in. ***If the data doesn't match, you will receive an error message. You will need to call your HR Representative at 888-828-5511.***



Welcome
Please set up your account

Your SSN Number

Date Of Birth

Personal Phone

or

Driver's License Number

Step 3:

Once the information is verified, it will ask you to enter the email address and password you want associated with this account.

Welcome
Please set up your account

First Name
Johnny

Last Name
Quakes

Email Address

If you already have an account in Worklio and want to use the same email address, please enter your current password in both the New and Confirm Password fields.

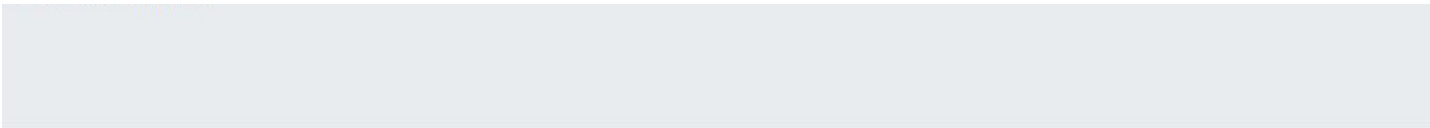
New Password


Confirm Password

[SAVE](#)


Step 4:

Now you can login. From the dashboard, click into any item to view your information.







[Payroll History](#)




[Time Off Overview](#)




[Personal Information](#)



[Contact Information](#)



[Employment Detail](#)



[Tax Setup](#)