

Dear Employee –

In an effort to enhance security of passwords and protect your personal data, we recently conducted maintenance on the Employee Self Service Portal. This maintenance took place on Wednesday September 25, 2019. Since the maintenance is complete, **you will now be required to REGISTER for an account and choose a new User Name and Password at first login.**

This update did not affect any historical information or data.

Please use the hyperlink and instructions below to access the ESS Portal.



Updated
Info

EMPLOYEE SELF SERVICE PORTAL INSTRUCTIONS:

<https://vns-ep.prismhr.com/#/auth/login>

Welcome to Vfficient, your new Employee Self Service Portal. Please use the following instructions to **register** or access the employee self-service portal (ESSP).

Because the website is mobile optimized, there is no need to download an additional App. Simply log in to the URL from your computer, tablet, Android or Apple Smart Phone, and the site will automatically format to your device.

To begin, open a new browser window or tab, and navigate to:

<https://vns-ep.prismhr.com/#/auth/login>

- If you already have registered or re-registered for a username and password, enter the appropriate information and click 'Log In'.
- To register for a new account choose the 'Register' option and follow the instructions.
- If you have forgotten your username or password, simply choose the appropriate link, and follow the instructions to retrieve or update your information.

A screenshot of the Vfficient login page. It features the Vfficient logo at the top left. Below the logo are two input fields: 'Username' and 'Password'. The 'Username' field is empty, and the 'Password' field has a small eye icon to its right. Below the input fields are two buttons: 'Log In' (highlighted in blue) and 'Register'. At the bottom of the form, there are two links: 'Forgot Username?' and 'Forgot Password?'. At the very bottom, there is a 'Language' dropdown menu set to 'English'.

If further assistance is needed after the update, please email clientsupport@vensure.com for assistance.