



EMPLOYEE SELF-SERVICE PORTAL QUICK REFERENCE GUIDE

This quick reference guide is designed to help users register and access the employee self service portal through a software called Vfficient. From Vfficient users can update personal information as well as view and print payroll stubs.

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

<https://vns-ep.prismhr.com?#auth/login> If you already have a username and password, enter the appropriate information and click “Log In”

If you are a new user you will need to click the “Register” button

A screenshot of the Vfficient login and registration page. The page has a white background with a grey border. At the top left is the Vfficient logo, which consists of an orange circle with a white 'V' inside, followed by the word "Vfficient" in a bold, black, sans-serif font. Below the logo are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below these fields are two buttons: "Log In" (in blue) and "Register" (in orange, circled in red). Below the buttons are two links: "Forgot Username?" and "Forgot Password?". At the bottom left is a "Language" dropdown menu set to "English".

After registering, use the username and password you just created to log into the portal.

A screenshot of the "New User Registration" form. The form has a white background with a grey border. At the top is the title "New User Registration". Below the title are six input fields, each with an asterisk (*) indicating it is required: "Last Name", "Social Security Number (EIN Also Accepted)", "Personal Email", "Username", "Password", and "Confirm Password". The "Password" and "Confirm Password" fields have small eye icons to their right. At the bottom of the form are two buttons: "Register" (in blue) and "Return To Login" (in grey).

If you have forgotten your username or password, simply click the “Forgot Username” or “Forgot Password” link and follow the instructions.

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