

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.

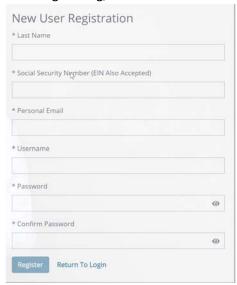
To begin, open a new browser window or tab, and navigate to:

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



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



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."