



How To Use The Employee Portal

How to Register and Use the Employee Self-Service (ESS) Portal

How to access the Employee Self Service (ESS) portal

The fastest way to access the web portal is by using the URL: <https://mid-ep.prismhr.com>

You can also access it by visiting the MidwestHR main website, www.midwesthr.com and clicking on “Login” in the upper right hand corner and choosing “Employee Login”.

How to register

Using this link (<https://mid-ep.prismhr.com>), please follow the below steps.

STEP 1:

MidwestHR Simplify Your Business
Benefit Your Employees.

Username

Password

[Forgot Username?](#) [Forgot Password?](#)

Language English ▾

STEP 2:

User Registration

Last Name *

Social Security Number *
Please enter a valid SSN!

Create User Name *
Username is invalid!

Create Password *

Confirm Password *
Password Not Match!
Password Not Valid!

Strong Password Requirements

- The new password field cannot be empty.
- Passwords must be at least 8 characters in length.
- Passwords must not contain the username.
- Passwords must contain at least 1 upper case letter and at least 1 lower case letter.
- Passwords must contain at least 1 number.

How to retrieve a user name or password

You can retrieve your own password from the login screen by clicking on either “Forgot Username” or “Forgot Password”

MidwestHR Simplify Your Business
Benefit Your Employees.

Username

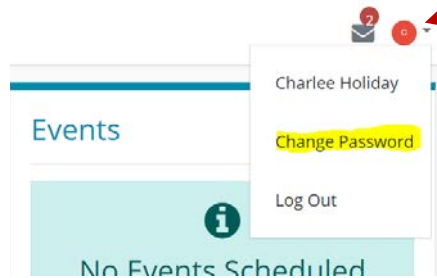
Password

[Forgot Username?](#) [Forgot Password?](#)

Language English ▾

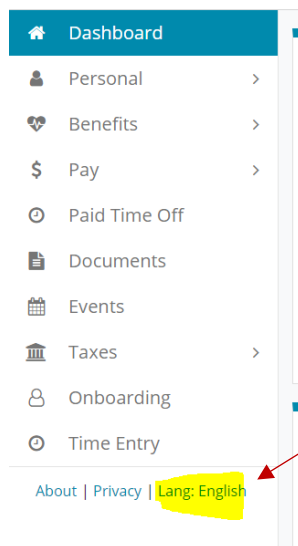
How to change your password

Once logged in, click on your first initial in the circle on the right upper corner and select “Change Password”.



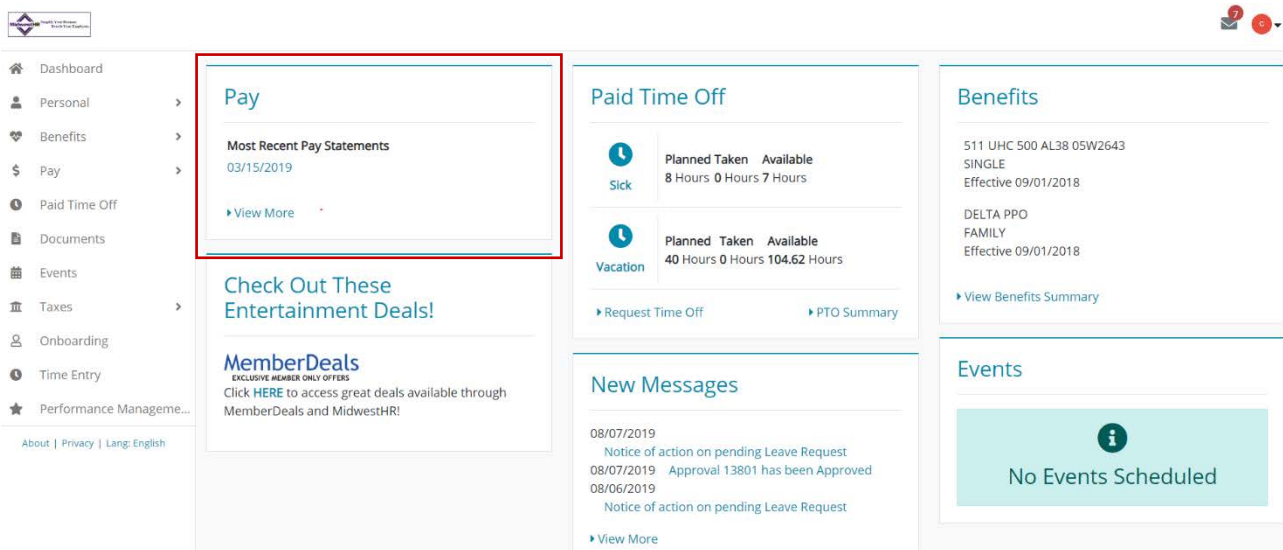
How to toggle the site to Spanish

Toggle the view between English and Spanish under the menu list (highlighted on left) and then picking “Español” from the drop down.



How to find your pay stub

View pay stubs under the “Pay” on the left hand side or on the Pay widget by clicking on the check date or hit “View More” for checks in your history:



How to view and add/change direct deposit information

View current direct deposit setup by clicking on “Pay” from the menu and selecting Direct Deposit.

Dashboard > Direct Deposit

Direct Deposit

Select an account to make changes

Bank Accounts

| Account Type | Account Number | Routing Number | Deposit Method | Amount | Maximum | Account Status |
|--------------|----------------|----------------|----------------|--------|---------|----------------|
| Checking | | 071000013 | Remainder | 0 | | Active |

Viewing 1 - 1 Of 1

[Add Account](#)

[Save Changes](#)

To edit current account, click on the “Account Type” to open the edit account screen:

Edit Account

Checking - #99999

* Deposit Method: Remainder

* Amount: [input field]

Maximum: [input field]

[Save](#) [Cancel](#) [Remove](#)

You can change the Deposit Method (percentage, dollar amount or remainder) or remove the account entirely.

Click on “Add Account” to split take home pay between several account or to direct all funds to a new account.

Add Account

Account Info

* Routing Number: 071000013

* Bank Name: CHASE BANK

* Account Type: Savings

* Account Number: 8888888

* Confirm Account Number: 8888888

Settings

* Deposit Method: Fixed

* Amount: \$250.00

Maximum: [input field]

[Add](#) [Cancel](#)

Routing Number / ABA/Routing Number: 071000013
Account Number: 8888888
Check Number: 0001

How to view and change withholding taxes

You can view your current tax elections by clicking on “Taxes” along the left hand side and opening the “Tax Withholding” option:

Dashboard Tax Withholding

Tax Withholding

Federal Tax

Additional Withholding (per paycheck)

Allowance

Filing Status

Save

IL State Tax - Resident

Basic Personal Allowances

Additional Allowances

Additional State Withholding (per paycheck)

You can elect to add or update the additional withholding per check or change your allowances. Click “Save” after any changes are made.

How to update personal information

You can view your current personal information and make changes to your address, emergency contacts and other details by clicking on “Personal” along the left hand side and clicking on the option you wish to update:

Midwestern HR Simple. Your Rules. Best. Your Options.

Dashboard Address

Address

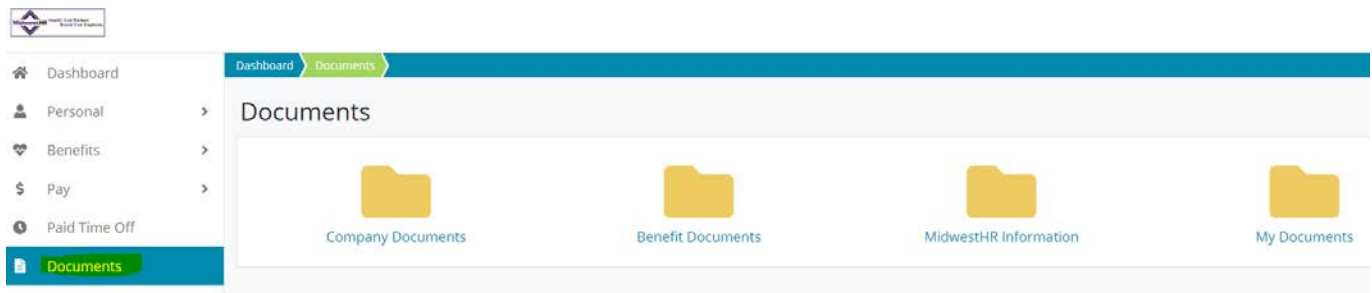
RESIDENT MAILING W-2

[Change Address](#)

9513 Becker Lane
MOKENA, IL 60448
WILL County

How to access documents

The portal may have one or several digital folders to store information for easy access. You can access these folders by click on “Documents” along the left hand side:



These digital folders may contain, depending on your employer, the following:

- Company Documents: Company Guidebooks and Policies
- Benefit Documents: Summaries and forms that pertain to the company benefit offering
- MidwestHR Documents: Information and flyers about banking holidays and registering for an electronic W2
- My Documents: Managers may use this as an electronic employee file

How to View Your Dedicated Service Team


In the lower half of your dashboard, you will find a “Contact Us” widget. This widget will display your Benefit Specialist, your Payroll Specialist and your HR Specialist. You will have direct phone numbers and email to your service team so you can reach out to them with your questions and concerns.

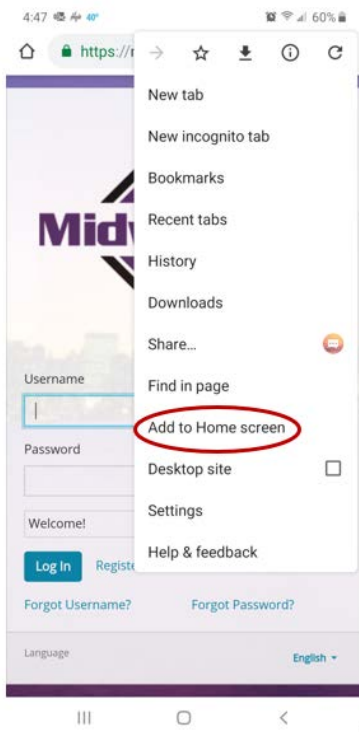
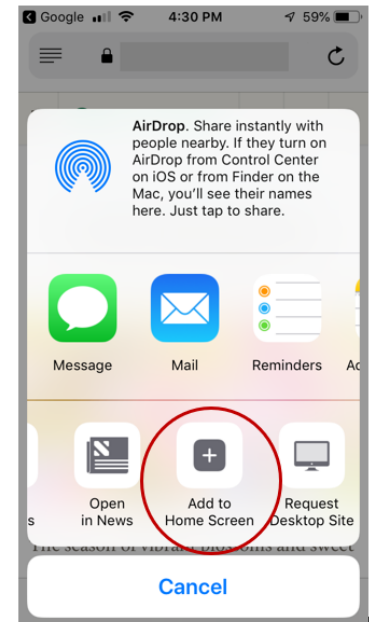
The MidwestHR portal also has widgets that will display company events, messages as well as a link to Entertainment Deals for savings on tickets for events, concerts, shows and destinations!

How to Create an ESS Shortcut On Your Smart Device

The Employee Self Service and Prism portals do not offer an “app”. But it is very easy to add a shortcut to the home page of your smart device to quickly access your employee information.

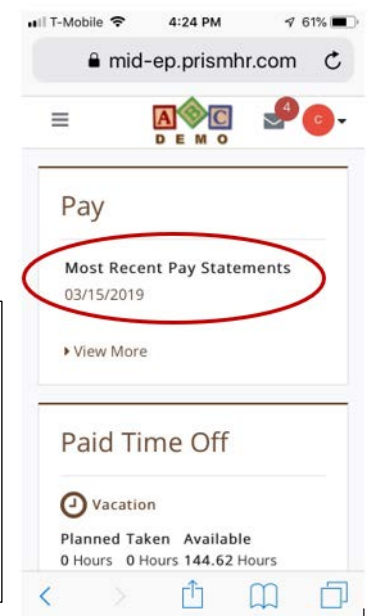
Apple iOS (Iphone, Ipad)

- ◆ Open Up Safari browser
- ◆ Go to the website for the portal, <https://mid-ep.prismhr.com>
- ◆ Once the site is loaded, hit the download button () at the bottom of the screen.
- ◆ Scroll until you see the option “Add to Home Screen”



For Android Phones:

- ◆ Open Firefox and go to <https://mid-ep.prismhr.com>
- ◆ Press the Menu button (...) which will display either below the screen on some devices or at the top-right corner of the browser
- ◆ Tap “Add to Home Screen”



Now, the portal will show on your home screen with quick access to the log on screen. When you log on, your “Pay” widget will be at the very top and show your most current pay data.