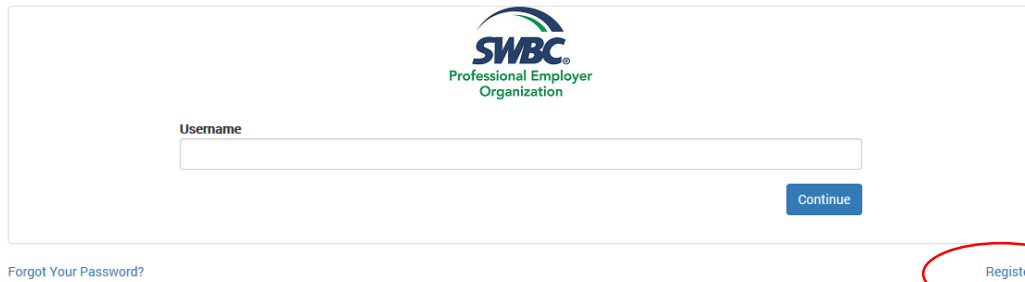


SWBC Employee Self Service Instructions

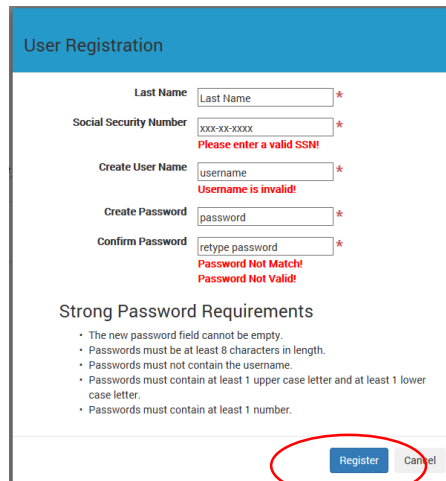
Web Address: <https://swbee.prismhr.com/swb/cmd/login>

1. Select Register



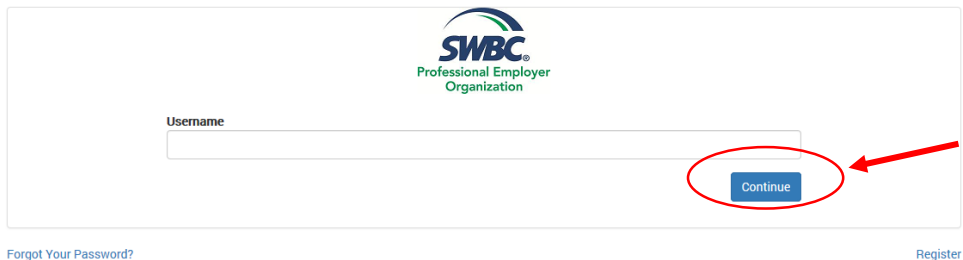
The screenshot shows the SWBC Professional Employer Organization login page. At the top center is the SWBC logo with the text "Professional Employer Organization". Below the logo is a text input field labeled "Username" and a blue "Continue" button to its right. At the bottom left, there is a link "Forgot Your Password?". At the bottom right, there is a blue "Register" button, which is circled in red with a red arrow pointing to it from the right.

2. Enter in the corresponding information to create a username and password



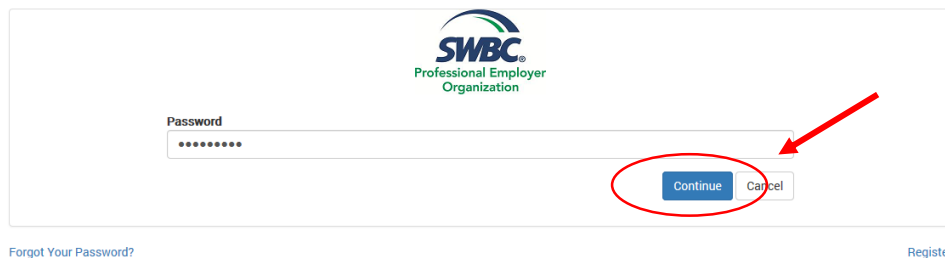
The screenshot shows the "User Registration" form. It has a blue header with the text "User Registration". The form contains several fields: "Last Name" (with "Last Name" as placeholder), "Social Security Number" (with "XXX-XX-XXXX" as placeholder and a red error message "Please enter a valid SSN!"), "Create User Name" (with "username" as placeholder and a red error message "Username is invalid!"), "Create Password" (with "password" as placeholder), and "Confirm Password" (with "retype password" as placeholder and red error messages "Password Not Match!" and "Password Not Valid!"). Below these fields is a section titled "Strong Password Requirements" with a bulleted list: "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." At the bottom right of the form, there are two buttons: "Register" (circled in red with a red arrow pointing to it from the right) and "Cancel".

3. Once registered you will enter your username
 - a. Select Continue



The screenshot shows the SWBC Professional Employer Organization login page. At the top center is the SWBC logo with the text "Professional Employer Organization". Below the logo is a text input field labeled "Username" and a blue "Continue" button to its right. At the bottom left, there is a link "Forgot Your Password?". At the bottom right, there is a blue "Register" button. The "Continue" button is circled in red with a red arrow pointing to it from the right.

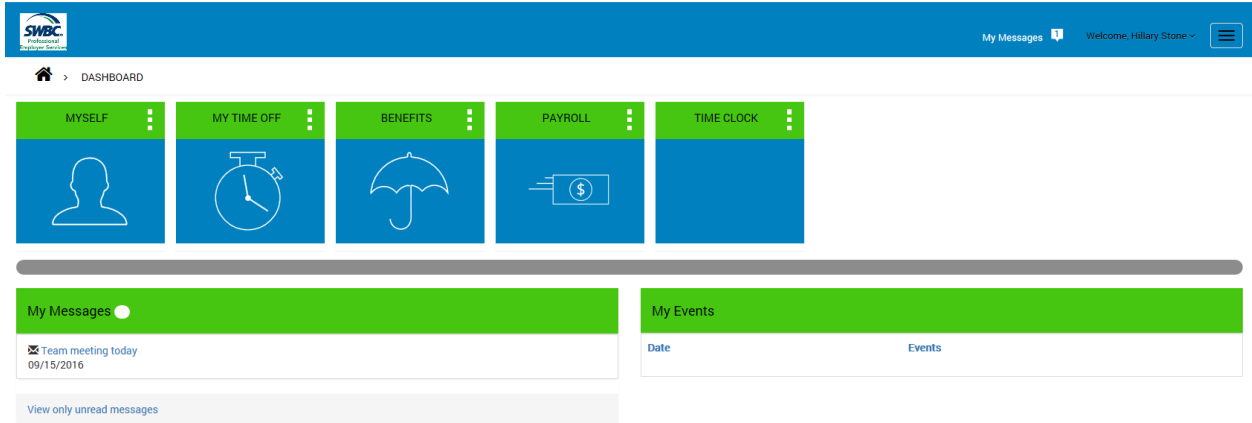
4. Enter the password you created
 - a. Select Continue



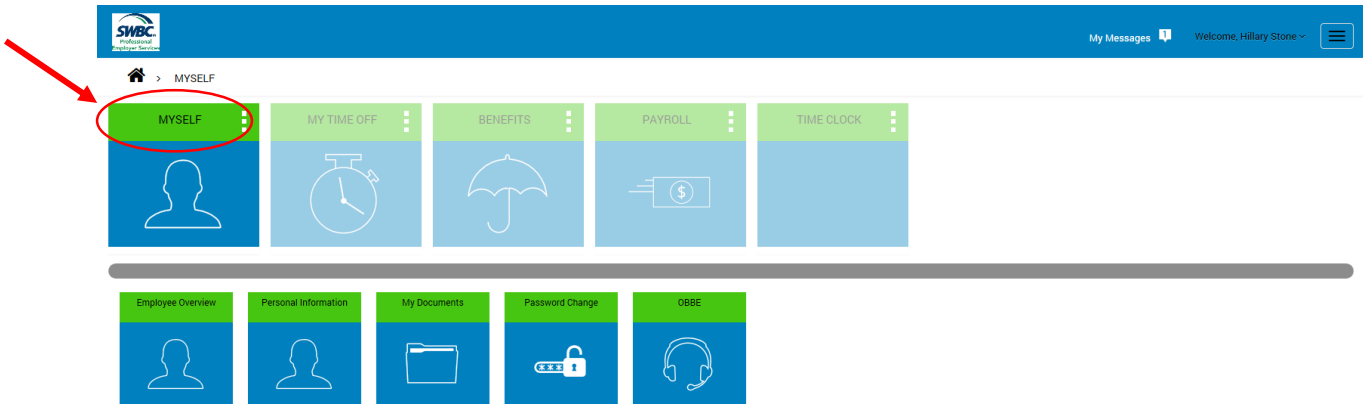
The screenshot shows the SWBC Professional Employer Organization login page. At the top center is the SWBC logo with the text "Professional Employer Organization". Below the logo is a text input field labeled "Password" with a masked password "*****" and a blue "Continue" button to its right. At the bottom left, there is a link "Forgot Your Password?". At the bottom right, there is a blue "Register" button. The "Continue" button is circled in red with a red arrow pointing to it from the right.

SWBC Employee Self Service Instructions

5. Once logged in, you will see your Dashboard with available menu items.



6. Select the "Myself" tile to view your personal information, change your password and view documents.

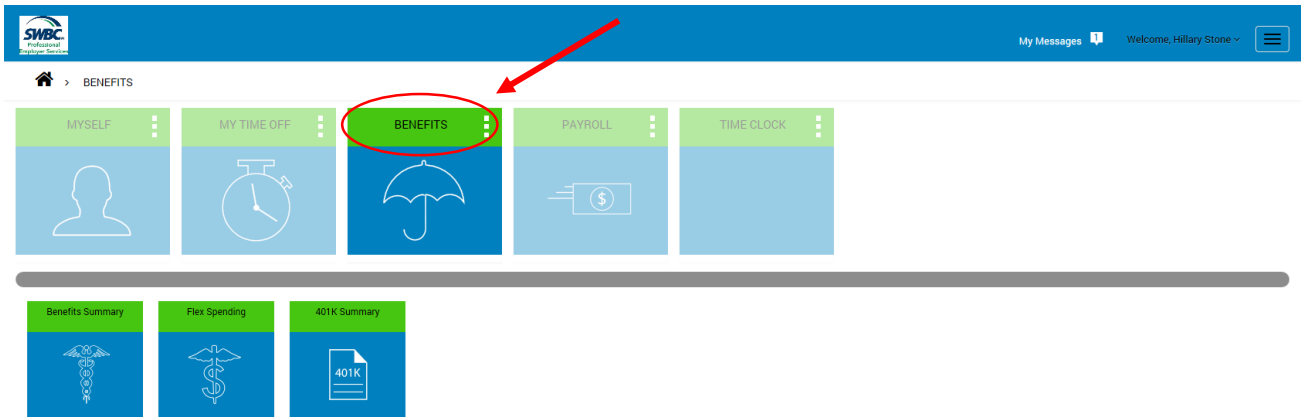


7. Select the "My Time Off" tile to view your PTO balances.

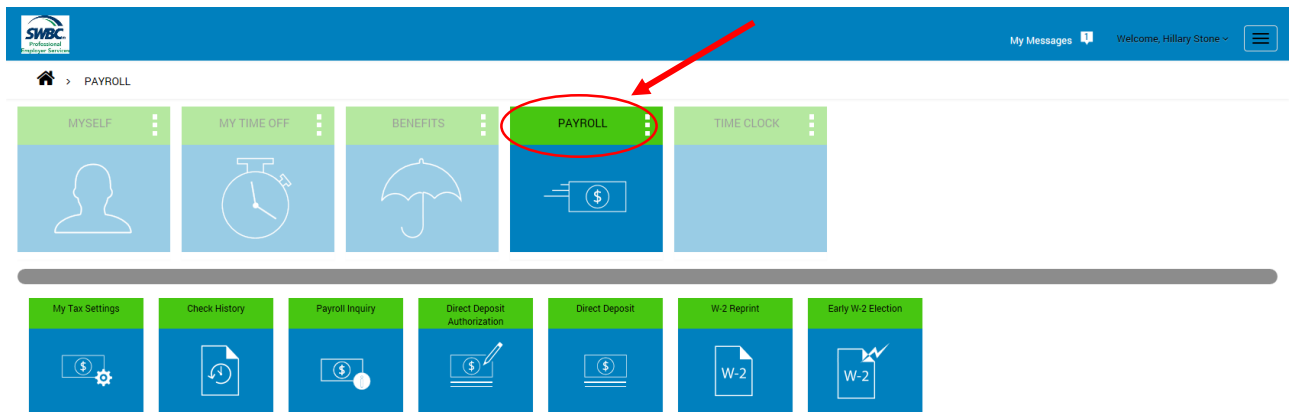


SWBC Employee Self Service Instructions

8. Select the “Benefits” tile to view your benefit elections.

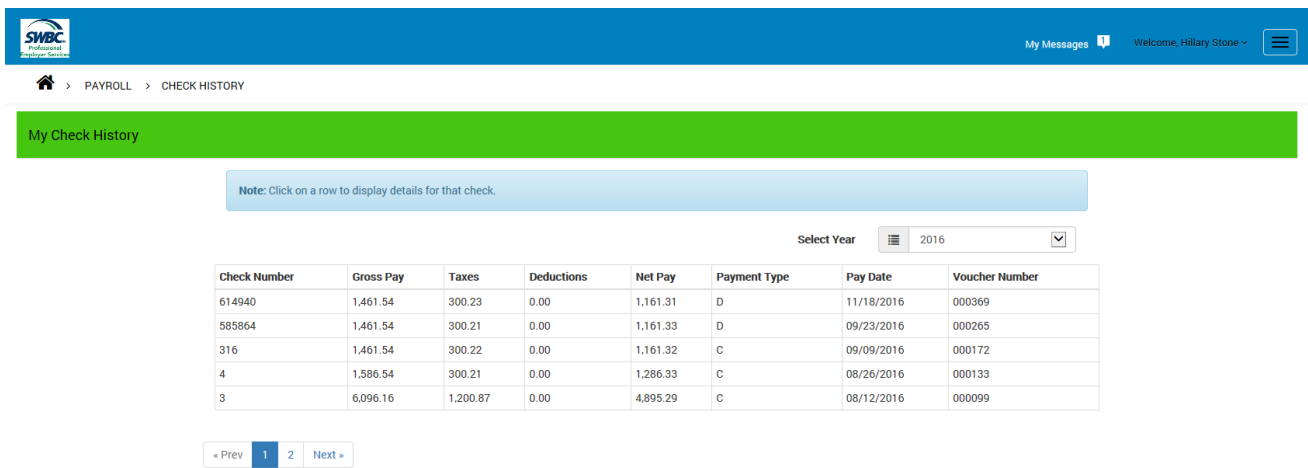


9. Select the “Payroll” tile to view and print check stubs as well to update your W4, Direct Deposit and address.



10. Select “Check History” to view and print your check stubs

a. Choose the check number you would like to view and/or print



SWBC Employee Self Service Instructions

- b. Select "Reprint Check Stub" for a copy of your check stub.

Check Detail

Check Number: 614940 | Net Pay: 1,161.31

Check Info	Earnings	Taxes Withheld	Deductions
Period Start Date		10/26/2016	
Period End Date		11/08/2016	
Pay Date		11/18/2016	
Ach Amount		1,161.31	
Check Amount		0.00	

[Reprint Check Stub](#) [Close](#)