

KEY HR EMPLOYEE ACCESS GUIDE

Welcome
TO



WE ARE THE KEY TO YOUR SUCCESS!

CONEXUS: EMPLOYEE PORTAL

Our Conexus platform provides your employees with secure, 24/7 access to information such as their pay stubs, check or direct deposit history, accrued PTO, etc. The following pages will provide them with a step-by-step guide on how to set-up and access their Employee Portal.

Open an internet browser (best to use Google Chrome).

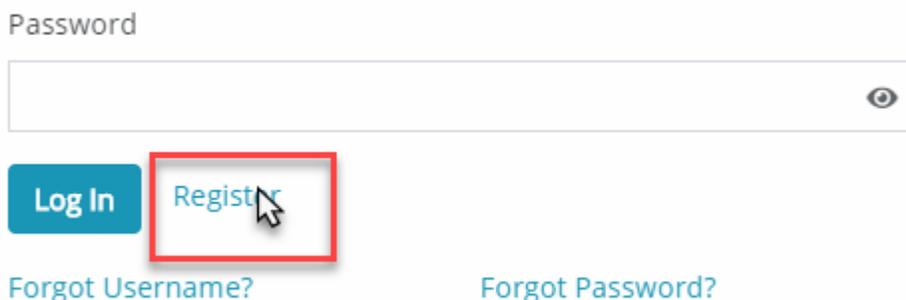
Navigate to <https://key-ep.prismhr.com/#/auth/login>

The following screen will display.



The screenshot shows the Conexus login page. At the top is the Conexus logo, which consists of a stylized 'C' made of two overlapping loops (one red, one grey) followed by the word 'CONEXUS' in red, uppercase letters. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon on the right side. Below the input fields are two buttons: 'Log In' (a blue button) and 'Register' (a light blue button). Below the buttons are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom of the page is a 'Language' dropdown menu set to 'English'.

Click the '**Register**' button to open the Registration screen.



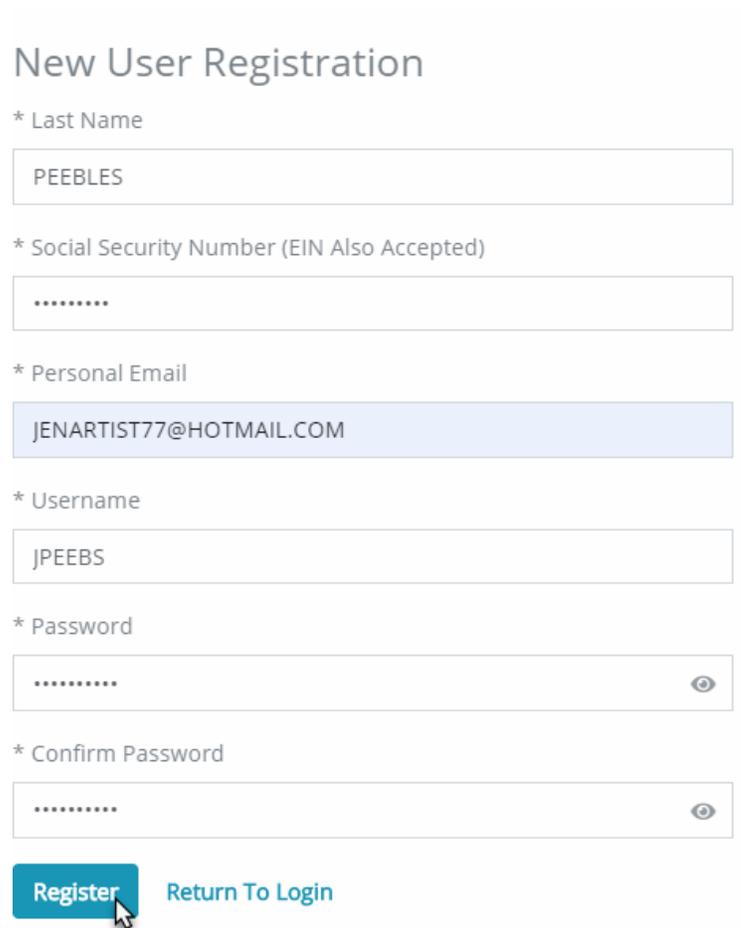
This is a close-up screenshot of the bottom portion of the login page. It shows the 'Password' input field with the eye icon. Below it are the 'Log In' and 'Register' buttons. The 'Register' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it. Below the buttons are the 'Forgot Username?' and 'Forgot Password?' links.

The User Registration screen will display.

Enter your **Last Name**, **Social Security Number**, **Personal Email**, Create **Username** and **Password** (This will be your login information for future access).

a. Password Requirements:

- i. Must be at least eight characters long.
- ii. Must be different from Username.
- iii. Must have at least 1 uppercase letter, 1 lowercase letter and at least 1 number.



The screenshot shows a 'New User Registration' form with the following fields and values:

- * Last Name:** PEEBLES
- * Social Security Number (EIN Also Accepted):**
- * Personal Email:** JENARTIST77@HOTMAIL.COM
- * Username:** JPEEBS
- * Password:**
- * Confirm Password:**

At the bottom of the form, there is a blue 'Register' button with a mouse cursor over it, and a blue 'Return To Login' link.

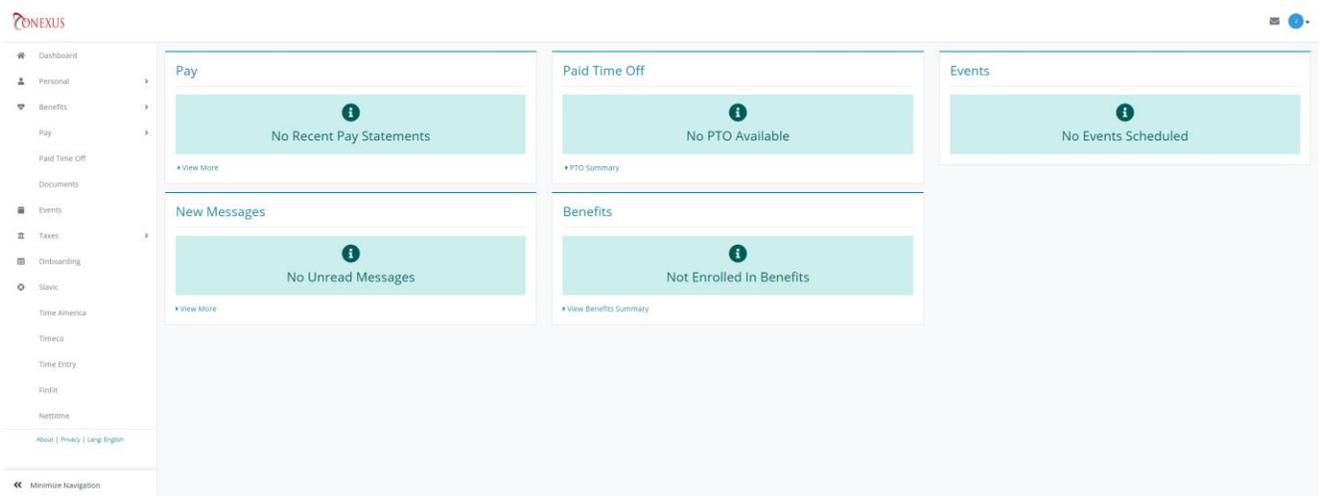
Click '**Register**'

Once the Registration process is completed, the system will prompt you to the main Login screen. Enter your **Username** and **Password** and click '**Log In**'.



The image shows the login page for the CONEXUS system. At the top is the CONEXUS logo, which consists of a stylized red and grey 'C' followed by the word 'CONEXUS' in red. Below the logo are two input fields: 'Username' with the text 'JPEEBS' and 'Password' with a masked password '*****'. There are two buttons: a blue 'Log In' button and a grey 'Register' button. At the bottom, there are two links: 'Forgot Username?' and 'Forgot Password?'.

Your home page will display.



Retrieve Check Stub

1. Select the **Payroll** icon from the three menu items displaying in your dashboard.
2. Click the **Check History** icon from the sub menu items.