

# KEY HR EMPLOYEE ACCESS GUIDE



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.

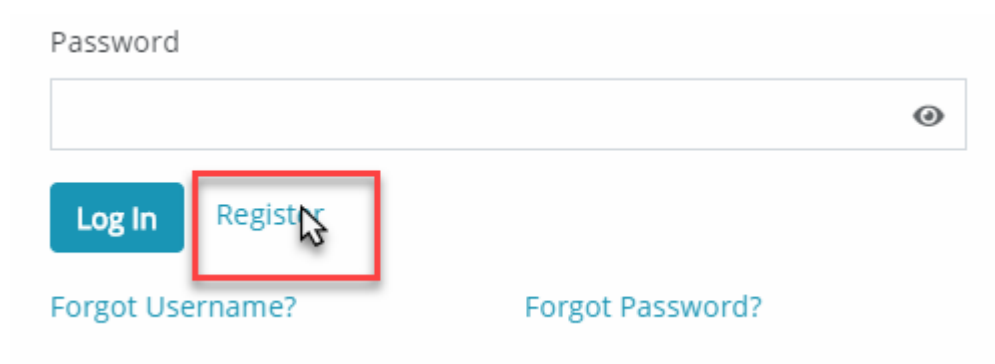
Open an internet browser (best to use Google Chrome).

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

The following screen will display.

The screenshot shows the Conexus login interface. 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' and 'Password'. The 'Password' field has a small eye icon on the right side. Below these fields are two buttons: 'Log In' (a solid blue button) and 'Register' (a light blue button with a border). Below the buttons are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a 'Language' dropdown menu currently set to 'English'.

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

The screenshot shows the User Registration screen. It features a 'Password' input field with an eye icon on the right. Below the password field are two buttons: 'Log In' (a solid blue button) and 'Register' (a light blue button with a border). The 'Register' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it. Below the buttons are two links: 'Forgot Username?' and 'Forgot Password?'.

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.

## New User Registration

\* Last Name

PEEBLES

\* Social Security Number (EIN Also Accepted)

\*\*\*\*\*

\* Personal Email

JENARTIST77@HOTMAIL.COM

\* Username

JPEEBS

\* Password

\*\*\*\*\*



\* Confirm Password

\*\*\*\*\*



Register

[Return To Login](#)

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**'.



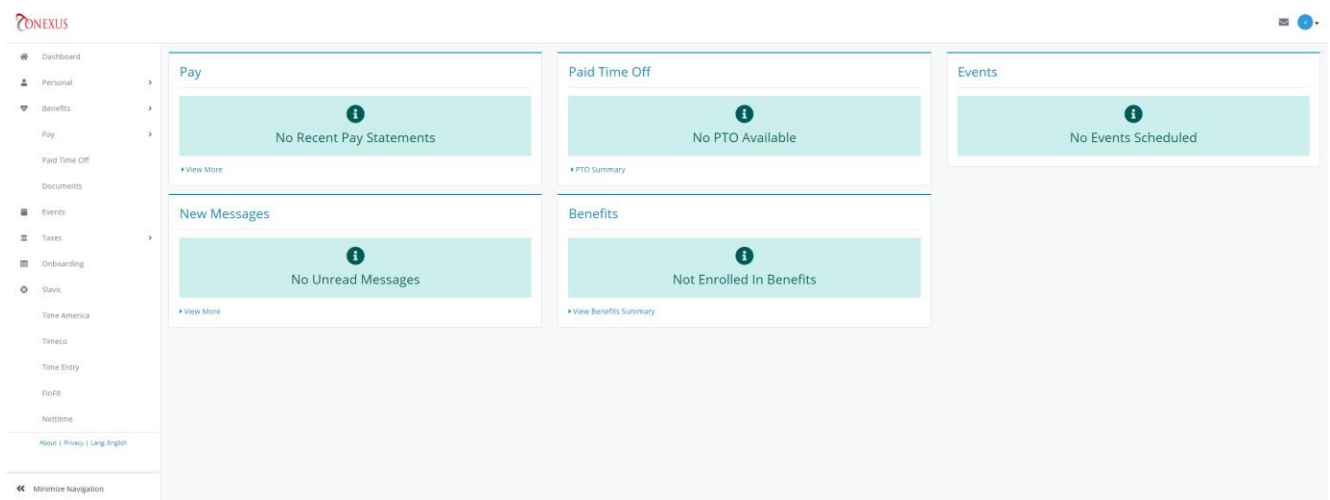
Username  
JPEEBS

Password  
\*\*\*\*\*

[Log In](#) [Register](#)

[Forgot Username?](#) [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.