



## Employ Source 24/7 Online Access

To access your payroll information online, follow these steps:

- In your web browser enter: <https://esiee.prismhr.com/esi/cmd/login>
  - Click “Register” in the bottom right corner and complete required fields

The screenshot shows the login page for Employ Source. At the top center is the Employ Source logo. Below it is a text input field labeled "Username". To the right of the input field is a blue button labeled "Continue". At the bottom left of the page is a link that says "Forgot Your Password?" and at the bottom right is a link that says "Register".

- Username is the first letter of your first name and your last name (all small letters)  
(Example: Joe Smith / Username: jsmith)
- Once all required fields are completed, click “Register” and you will be prompted to enter your password

**\*\*If you have any questions or need assistance, please contact payroll at (630)869-0276\*\***

The screenshot shows the "User Registration" page. It has a blue header with the text "User Registration". Below the header are several form fields with error messages:

- Last Name:** Field contains "Last Name", followed by a red asterisk and the message "Please enter a valid SSN!".
- Social Security Number:** Field contains "xxx-xx-xxxx", followed by a red asterisk and the message "Please enter a valid SSN!".
- Create User Name:** Field contains "username", followed by a red asterisk and the message "Username is invalid!".
- Create Password:** Field contains "password", followed by a red asterisk.
- Confirm Password:** Field contains "retype password", followed by a red asterisk and the messages "Password Not Match!" and "Password Not Valid!".

Below the form 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 page are two buttons: "Register" (blue) and "Cancel" (grey).