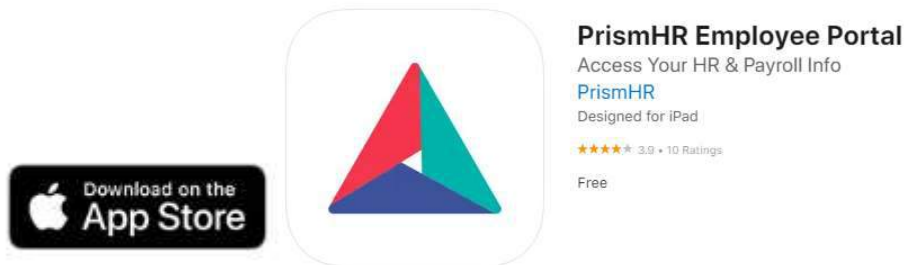
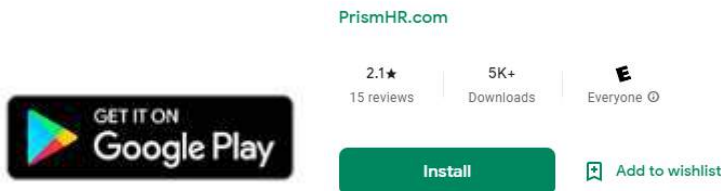


## How to View Your Pay Stub or W-2

1. Download the App



## PrismHR Employee Portal



2. Once the app is installed, the first time you launch it will require you to complete a one-time set to access your account

### OPTION 1

Enter Access Code

490

### OPTION 2

Scan QR Code



Once redirected to the login screen, enter your existing username and password.

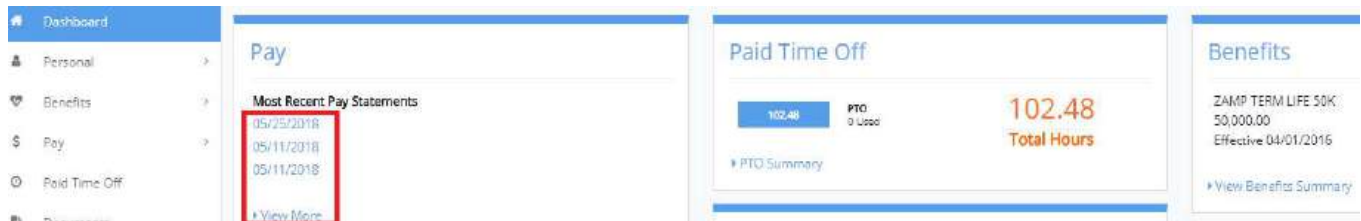
3. (First time users click on 'Register' to create a username & password.)



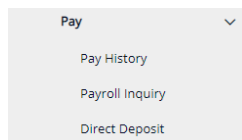
Enter your Username & Password and click 'Log In'

You are able to pull any pay stubs at least one day before pay day.

Once you've logged in, click on the date of your check under 'Pay'.




4. In order to change your direct deposit, click on the Pay tab and then Direct Deposit:



There you can add, change, or delete bank accounts.

5. To print your check stub, click on 'View Check'. [View Check](#)

6. To print your W-2, go to the left column, click on Taxes > W-2 > Select a Year > click on the download icon. 

7. If you have any trouble, don't hesitate to contact us at [info@zamphr.com](mailto:info@zamphr.com) or call 801.377.1190. Or if you have any HR issues you need handled, please reach out to [hr@zamphr.com](mailto:hr@zamphr.com) or call 801.377.1190