

# Birchwood Payroll Inc

Leave Payday To The Pros

## The Employee Portal - User Guide

The Employee Portal is a Web-based portal offering employees access to their payroll information (pay stubs and W2s) via the Internet. The Employee Portal can be used on tablets and mobile devices.

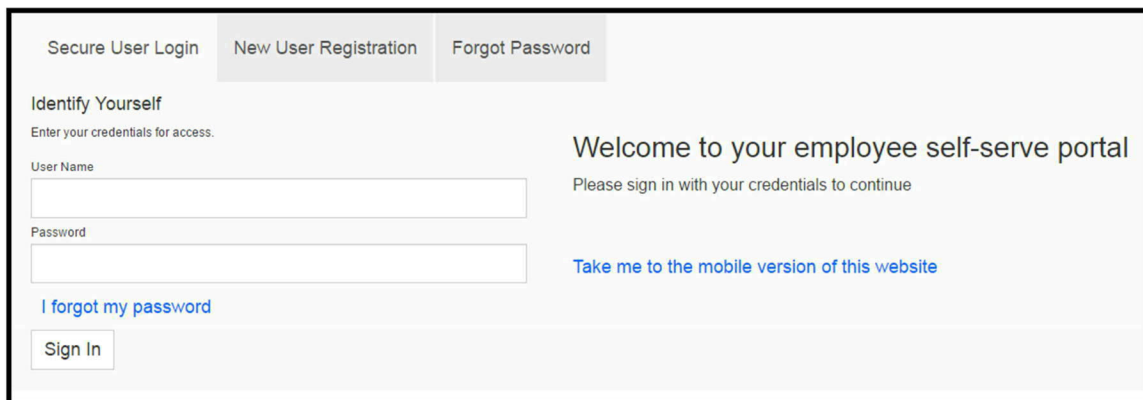
*Note: When viewing the portal on a mobile device, only the 3 most recent pay stubs and most recent W2 are available.*

### Initial Login to the Employee Portal

*\* You will need the information from any recent pay stub to register to use the Employee Portal*

**1. Open a web browser and go to <http://ee.BirchwoodPayroll.com>**

**Result:** The Login screen opens to the Secure User Login tab.



Secure User Login   New User Registration   Forgot Password

Identify Yourself  
Enter your credentials for access.

User Name

Password

[I forgot my password](#)

Welcome to your employee self-serve portal  
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

2. Click on the “New User Registration” tab.

3. Complete all required information, first choosing your login name and *temporary* password, followed by the pay information that can be found on any recent pay stub. Any recent pay stub will work. When complete, press the “Register Me” button.

**Result:** The Settings screen opens, on which are Security Questions the user must set up for future login.

---

**Settings**

**Change Password**  
Minimum length must not be less than 3 characters.

New Password  Confirm Password

**Email Notifications**  
We'll send relevant emails to these addresses.

General Address  Benefits Address


**General Security Questions**  
We'll use these to verify your identity if you forget your password and can't log in.

Question 1  Answer 1

Question 2  Answer 2

Question 3  Answer 3



4. Complete the required information on the Setting screen and then press the  button to save.

**Result:** the Employee Portal Dashboard opens.

Home Menu Contact Settings Exit

**Your Info** ... **Pay** ... **Resources** ...

New Hire  
123 Main St  
Philly, PA 12345  
Emp# 1 Hired 08/04/2014

Checks 11/21/2014 Gross

Messages ...

5. Click **Pay** to view the information displayed in the Pay section on the Dashboard, which will include access to all past pay stubs as well as W2s for each year of employment. All pay stubs and W2s can be viewed directly in the portal and also saved as PDF files for saving or printing.