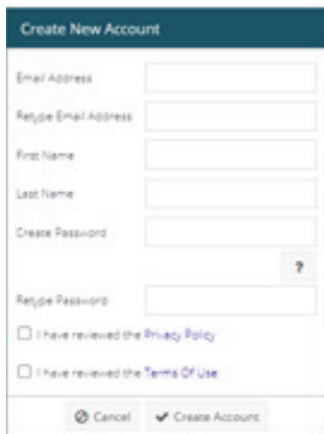# EMPLOYEE PORTAL

Go to **www.admin1s.com**.

Click on **Employee and Client login** in the top, right corner.

Create a new account.

You will be redirected to our online portal.

If you are a first time user, click the **"Create a New Login"** link. You will then be asked to create your new account.

After selecting "Create Account", you will receive confirmation that **an email is being sent with instructions on how to complete the process.** If the email does not arrive within 15 minutes, please check your spam.

Click on the link contained in the email. This will direct you to enter the password you created earlier.
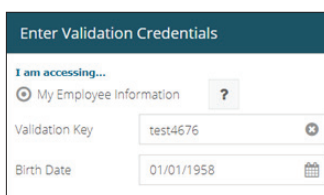

Select a security picture

Select your security label picture and give it a text label.

You will be asked to select a security question and input an answer.

The final process is the validation: this is what links your information with our system. Make sure "I am accessing…" reads "My Employee Information." **Your validation key** is the first four letters of your last name (in all CAPS) and the last four digits of your Social Security Number. **Your validation password** is your birthday in the mm/dd/yyyy format.

Enter validation credentials

Once validated, you will be directed to the online portal where you will be able to view your personal data as well as payroll data.

To log off, click on your name at the top left. A drop down menu will allow you to logout or to manage your account.