

EMPLOYEE PORTAL

Go to www.admin1s.com.

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

Create New Account		
Email Appress		
Retype Email Appress		
First Name		
Last Name		
Create Password		
	?	
Retype Password		
C These reviewed the Privacy Policy		
C These reviewed the Terms Of Use		
@ Cancel 🖌 Creace A	ccount	

Create a new account.

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4	22		•	
Security Label	Flower			0

Select a security picture

Enter Validation Credentials				
I am accessing My Employee In	nformation ?			
Validation Key	test4676	0		
Birth Date	01/01/1958	m		

Enter validation credentials

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 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.

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.