

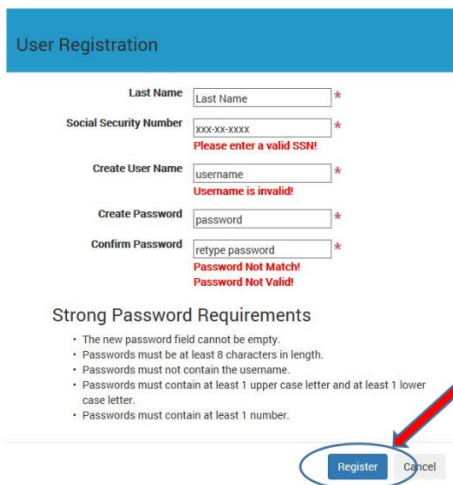
Welcome to CEOHR! Your worksite employer has partnered with CEOHR to provide their employees with a multitude of services. Your payroll is processed at CEOHR in PrismHR (Prism), which provides you with a robust and user-friendly tool to manage your personal and paycheck information from **any device at any time**. This means you have the ability to access your information on smartphones, tablets, laptops, **and** desktops. In order to view your personal data, you will need to register into Prism as follows:

1. Go to <https://ceoe.prismhr.com/ceo/cmd/login>
2. Click on “Register” button



The screenshot shows the login page for CEOHR. At the top center is the CEOHR logo. Below it is a text input field labeled "Username" with a blue "Continue" button to its right. At the bottom left, there is a link that says "Forgot Your Password?". At the bottom right, there is a blue "Register" button, which is circled in blue. A red arrow points from the bottom right towards the "Register" button.

3. Complete Registration page; and
4. Click “Register”



The screenshot shows the "User Registration" page. It has a blue header with the text "User Registration". Below the header are several form fields: "Last Name" (with placeholder "Last Name"), "Social Security Number" (with placeholder "xxx-xx-xxxx" and a red error message "Please enter a valid SSN!"), "Create User Name" (with placeholder "username" and a red error message "Username is invalid!"), "Create Password" (with placeholder "password"), and "Confirm Password" (with placeholder "retype password" and red error messages "Password Not Match!" and "Password Not Valid!"). Below these fields is a section titled "Strong Password Requirements" with a bulleted list of rules. At the bottom, there are two buttons: "Register" and "Cancel". The "Register" button is circled in blue, and a red arrow points to it from the right.

5. Once registration is complete, you will be redirected back to the initial log-in screen where you may then use the username and password that you created in order to access your account.

Please note that both your username and password are **case sensitive**. When logging in, you will need to type in your user credentials **exactly** as done during the registration process. This being the case, we recommend that you make note of your username and password and keep them in a safe place.

If you do happen to forget your password, you may utilize the “Forgot Your Password?” link on the login screen. This link will send instructions via email to the address associated with your **case sensitive** username. Please be sure to check your Junk/Spam folder if the message does not show up in your inbox.

Thank you!

