



## EMPLOYEE PORTAL REGISTRATION

Welcome to CEOHR, Inc.! Your worksite employer has partnered with CEOHR, Inc. to provide you with a wide variety of employment services. Your payroll is processed through CEOHR, Inc. using PrismHR, which provides you with a secure, user-friendly Employee Portal. In the portal you can manage your personal information, view benefits, paycheck history, print your W-2 and more. First, you'll need to register to use the portal. Please follow these instructions:

### CEOHR Employee Portal Registration and Login Instructions

1. Go to: [www.ceopeo.com](http://www.ceopeo.com)
2. Hover over **CEOHRCloud Login**
3. Select "EMPLOYEE Login" from the drop down menu
4. Click on "Register" button

A screenshot of the CEOHR Employee Portal registration and login page. The page features the CEOHR logo at the top. Below the logo are two input fields: "Username" and "Password". At the bottom left, there are two buttons: "Log In" (a solid blue button) and "Register" (a white button with a blue border). The "Register" button is circled in blue, and a red arrow points to it from the right. At the bottom of the page, there are two links: "Forgot Username?" and "Forgot Password?".

CEOHR

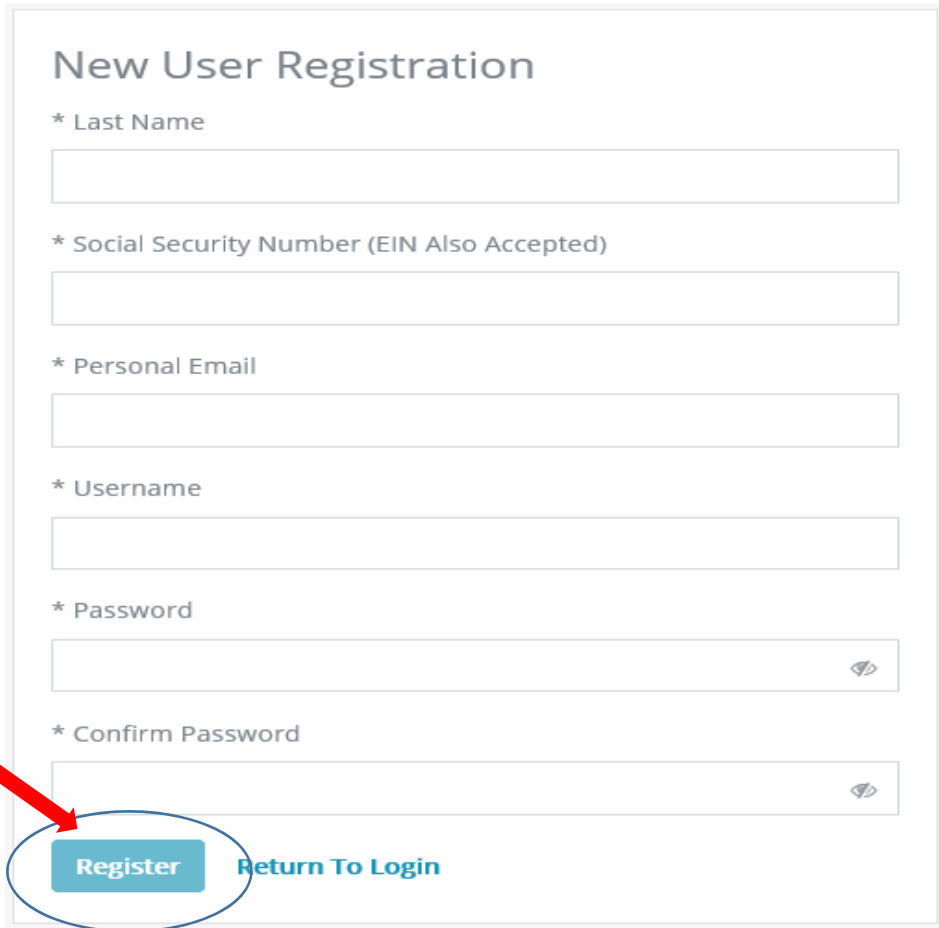
Username

Password

Log In Register

[Forgot Username?](#) [Forgot Password?](#)

5. Complete Registration page; and



The image shows a 'New User Registration' form with the following fields: Last Name, Social Security Number (EIN Also Accepted), Personal Email, Username, Password, and Confirm Password. Each field is marked with an asterisk. The 'Register' button is highlighted with a blue circle and a red arrow pointing to it. A 'Return To Login' link is also visible next to the Register button.

6. Click "Register" Please Note: You must receive a paycheck through CEOHR, Inc. in order to access the Employee Portal.

Once you are logged into the portal, please take a moment to verify that your personal information is correct:

- Your Legal Name
- Date of Birth
- Your Mail Address & Email Address
- Your Current Job
- Department you Work In
- Your Tax Withholding Status
- Direct Deposit Accounts and Amounts
- Rate of Pay
- Benefits Enrolled

Please let your Manager or Supervisor know right away, if there are any changes needed to be made to your personal information.

