

Employee View of Documents and Garnishments (if applicable)

- 1. Employee will log into the Employee Portal at https://inf.prismhr.com/inf.hsg/auth/#/login?lang=en
- 2. Click on Documents and then My Documents

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*	Home		Home Documents		
*	Personal	>	Documents		
•	Benefits	>			
\$	Pay	>			
0	Paid Time Off		General Documents	PEO Documents	My Documents
Ē	Documents				

3. Click on the **document name** to open. The system will open as a separate file. Click on file at bottom to view the document.

