

PRISM EMPLOYEE SELF SERVICE REGISTRATION INSTRUCTIONS

A website is available for employees to view personal, payroll, tax, and company information online at any time. New employees will need to self-register for the website to receive access. Below are the instructions to self-register.

1. Go to <https://infee.prismhr.com/inf.hsg/cmd/login>
2. This will open a Sign In page. To the right of the 'Log In' button, click on the word 'Register'.
3. Enter the required information in the boxes. (use dashes when entering your SSN)
4. Once you have entered the information, click the 'Register' button on the bottom right. Your registration is now complete!
5. If you forget your password, use the 'Forgot Password' option on the login screen.
6. For any other assistance, please call 866-552-6360.