OASIS PRISM EMPLOYEE PAYROLL PORTAL
REGISTERING AND LOGGING IN TIP SHEETS

1. Go to https://essphr-ep. oasisassistant.com/.

2. Click **Register**.

3. Complete the **New User Registration** form by filling in the required information and creating a username/ password. Then click **Register**.

    a. The username is not case sensitive.

    b. The password must be at least eight (8) characters long and contain an uppercase letter, a lowercase letter, and a number. **Protect your login information - don't save your password where someone else could access it.**

4. You should be automatically directed back to the login screen. You can now log in with the username and password you created.

5. If you forget your login information at any time, use the **Forgot Username** or **Forgot Password** options on the login screen.

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A *PAYCHEX* company

Username

Password 👁   — 4

— 2

Log In   Register   — 5

Forgot Username?   Forgot Password?

New User Registration ◄ — 3

* Last Name

* Social Security Number (EIN Also Accepted)

Personal Email

* Username   — 3a

* Password   🚫   — 3b

* Confirm Password   🚫

Register   Return To Login

1. When you log in you'll be taken to your dashboard where you can access all of your checks and information. You can access recent pay statements, benefits information, events, and new messages on the main page of the dashboard. Additionally, you can view more action items located in the left-hand column.
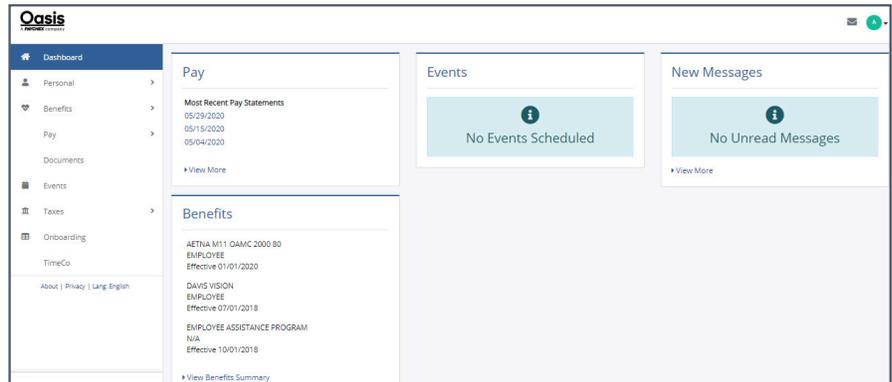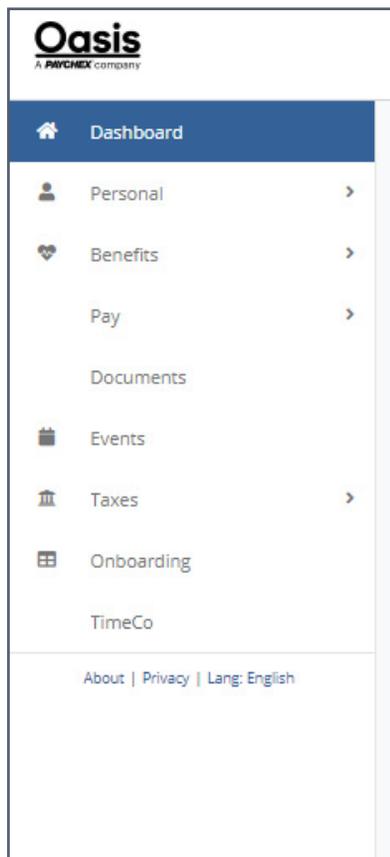
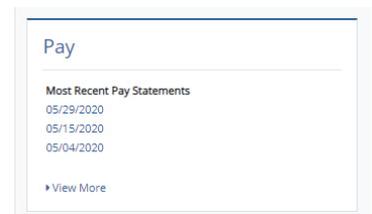2. **Side Menu** – Clicking on any of these menu items will give you a variety of options.

3. **Pay Menu** – Go here to view details of your paycheck and download copies of pay statements.

4. When you click on the items on the side menu, each one will give you a drop-down menu with specific items from that category.
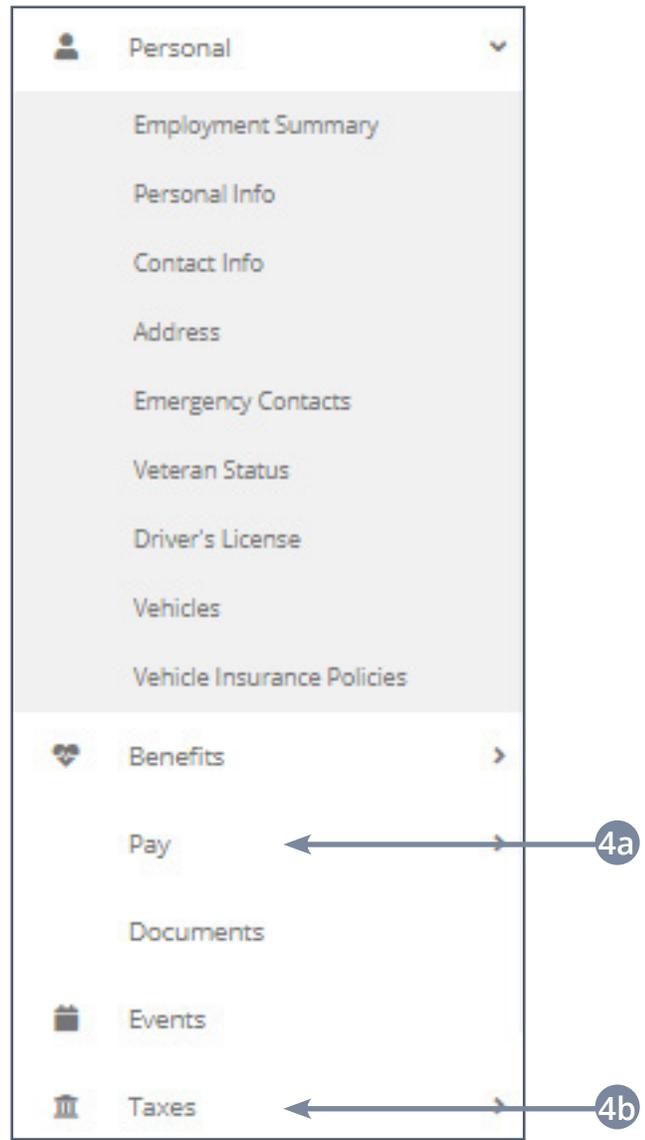
a. **Pay** – Access your pay statements and direct deposit information.

   NOTE: New accounts may take up to 10 days to be activated.

b. **Taxes** – Where you can locate your W2.

   NOTE: Always review and update your tax forms in your willSub account if your address changes.

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👤	Personal	⌄
	Employment Summary	
	Personal Info	
	Contact Info	
	Address	
	Emergency Contacts	
	Veteran Status	
	Driver's License	
	Vehicles	
	Vehicle Insurance Policies	
💟	Benefits	›
	Pay	›	**4a**
	Documents	
📅	Events	
🏛	Taxes		**4b**

MORE INFORMATION

If you have any questions or problems, please contact Oasis at 800.822.8704, Monday-Friday 8:00-8:00 EST.