



Employee Portal Help

I don't know my username.

1. Click on the "Can't Access Account?" option. Fill in your name, email address, and the last four digits of your SSN to be shown your username.
2. If this does not work, call your local US Staffing Agency office and a team member will tell you what it is.

I don't know my password.

1. Remember, it has at least one capital letter, number, AND special character.
2. If you still don't know it, click on the "Can't Access Account?" option. Enter your username and security questions to reset your password.
3. If this does not work, call your local US Staffing Agency office and a team member will reset it for you.

I need my check stubs.

1. Log in and choose "Pay History" at the top of the page.

I need my W2.

1. Log in and choose "Pay History" at the top of the page, then choose "W-2" on the left side of the screen.

I need to update my contact information.

1. Log in and choose "Personal Info" at the top of the page. Click "Contact Method" on the left side of the screen to change phone numbers, email address, and emergency numbers.
2. You can update a variety of information in this screen by choosing other options on the left side of the screen. It is best to keep your profile up to date.

I need to change my tax withholding information.

1. Call your local US Staffing Agency office, as a team member will need to reset these before you make changes. After your call, log in and choose "eDocuments" at the top of the page. You will need to complete the I9 Form, W4 Form, AND W4 Michigan/W4 Kentucky by clicking [Input](#).