Employee Portal
- ## Registration

PURPOSE: Provide employees with a secure electronic means of retrieving their documents (Check Stubs, W2s, and 1095Cs).

Additional Uses: Review W4 selections, address, and phone numbers.

TO REGISTER:

1. Have the Payroll Clerk add your personal email to your employee record – after the email is added you will receive an email from support@financial-intel.com in about 20 minutes from the time the email is added.

! **Hint!** Use your personal email – if you leave this employer you will want to retain the ability to access your data!

Welcome to Your County, AR Employee Portal

Jason L,

Welcome to the Employee Portal for Your County, AR!
Click or copy the following link into the address bar in your browser to complete the employee portal registration process.

http://192.168.212.119/rel8/portal/fiep.html?M=P&Email=beckyb@financial-intel.com&Chkm=987284899

Thank you,

Service powered by Financial Intelligence, LLC

Employee Portal
- ## Registration

2. Click the link contained in the email – the link in your email will be different; the registration screen for your portal will open
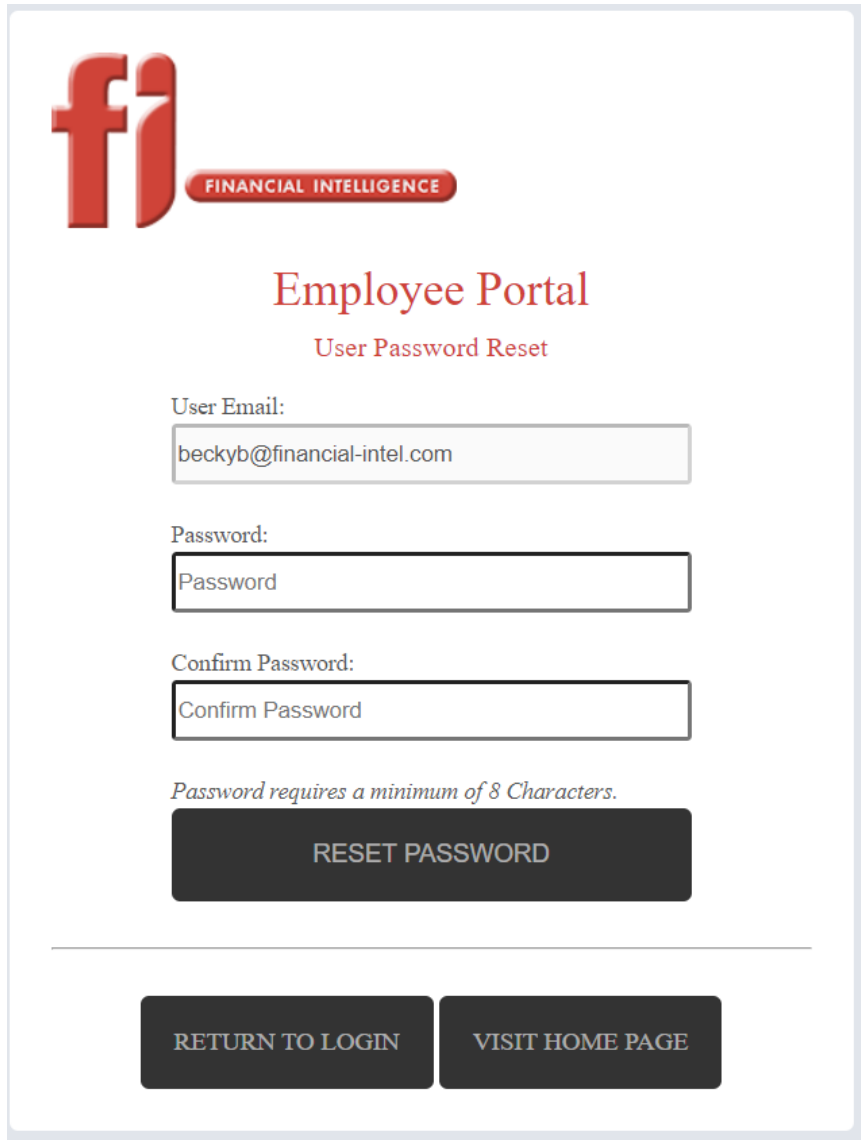
http://192.168.212.119/rel8/portal/fiep.html?M=P&Email=beckyb@financial-intel.com&Chkm=987284899

3. Enter a password and and verify the pasword in the fields, then click the **RESET PASSWORD** button

---

ⓘ **Quick Tip!**

The password must be at least 8 characters long and must contain at least one of the following

1. *Uppercase Letter*

2. *Lower Case Letter*

3. *Number*

4. *Symbol*

---

fi
FINANCIAL INTELLIGENCE

Employee Portal
User Password Reset

User Email:

beckyb@financial-intel.com

Password:

Password

Confirm Password:

Confirm Password

Password requires a minimum of 8 Characters.

RESET PASSWORD

RETURN TO LOGIN   **VISIT HOME PAGE**

Employee Portal

- ## Registration

4. A verification screen will appear, you can close this – as another link will be emailed.

Then in 5 to 10 minutes you will receive a link to the Employee portal. Click the **SIGN IN** link.
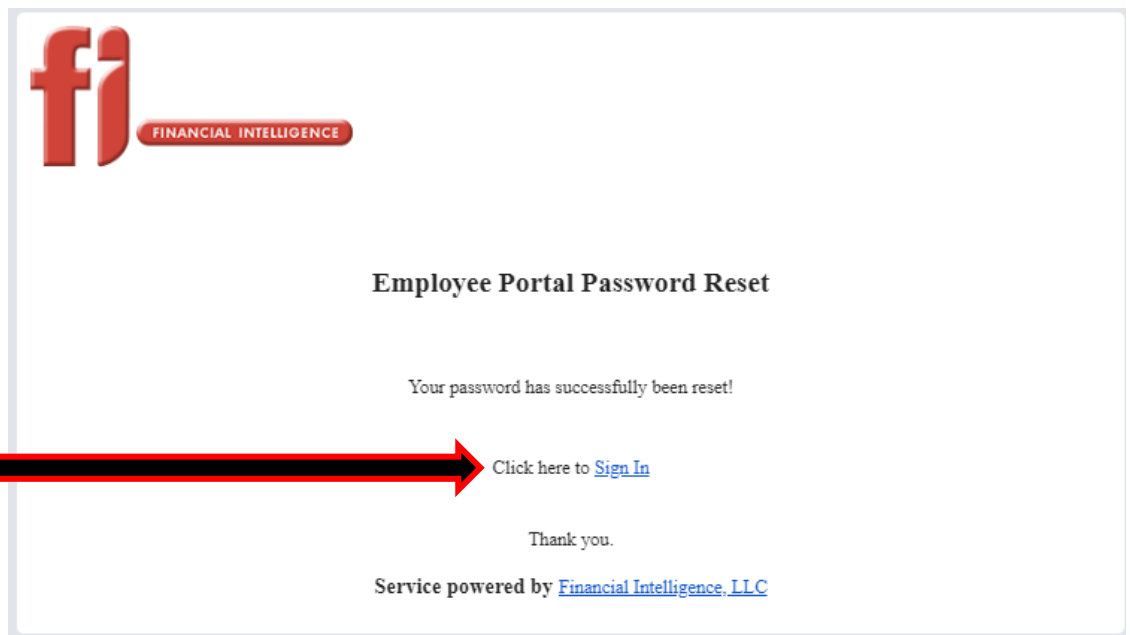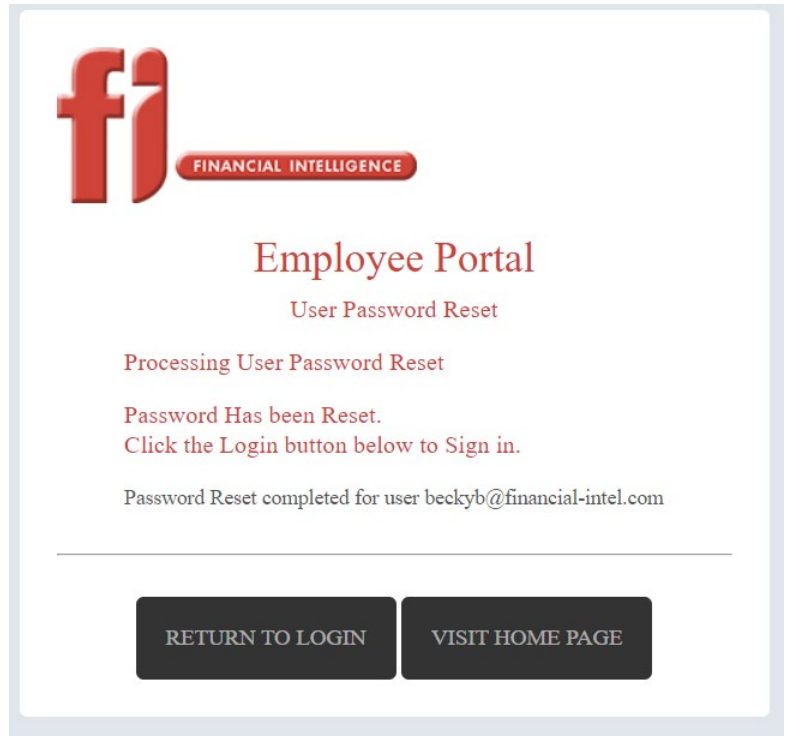
Employee Portal
- ## Registration

5. Save or add this link to your favorites for easy access (your URL will be different) – or keep this email so you can sign in from it again

6. Use the email you registered with and the password you set for your portal, then click the LOGIN button

fi FINANCIAL INTELLIGENCE

Employee Portal
Your County
Account Management

Email Address:

Email Address

Password:

Password

LOGIN

Forgot Your Password? Click here

Employee Portal
- ## **Signing In / Using the Portal**

PURPOSE: Provide employees with a secure electronic means of retrieving their documents (Check Stubs, W2s, and 1095Cs).

Additional Uses: Review W4 selections, address, and phone numbers.

TO SIGN IN:

1. Open the link for the portal

2. Enter your email address

3. Enter your portal password

4. Click the **LOGIN** button

fi FINANCIAL INTELLIGENCE

Employee Portal
Your County

Account Management

Email Address:

| Email Address |

Password:

| Password |

| LOGIN |

Forgot Your Password? Click here
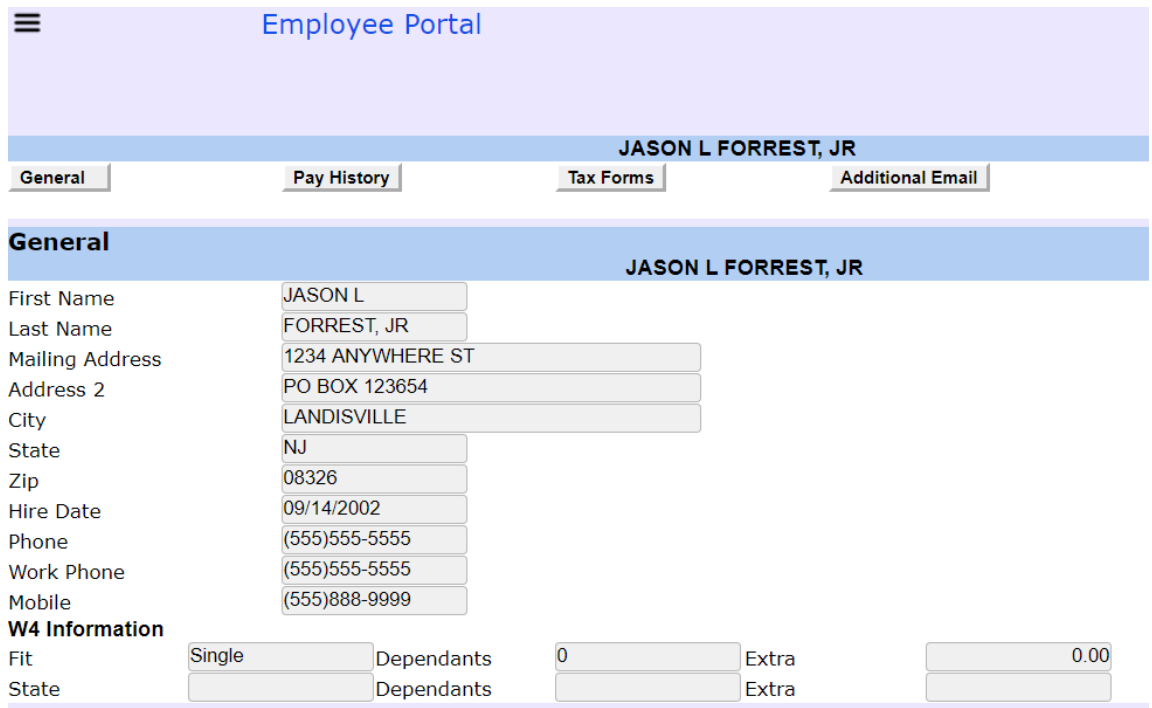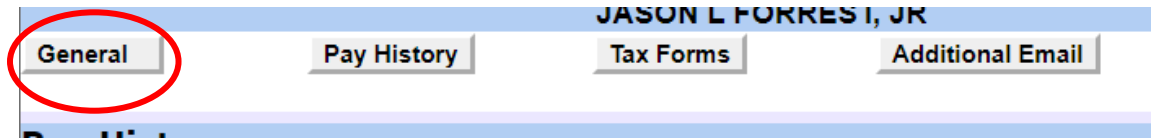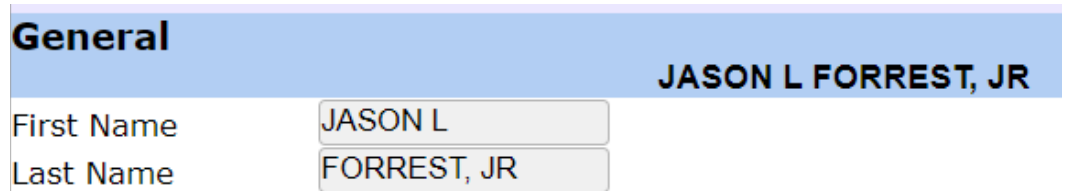
USING THE PORTAL:

1. General Screen – this screen will display your personal information including tax information

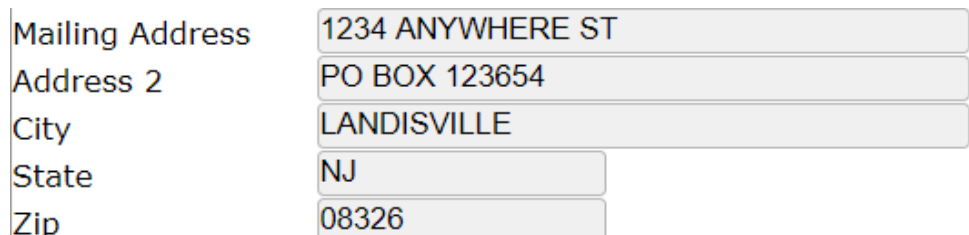   a. The portal will open to the General screen

    b. You will be able to see your name

    c. Address

d. Hire Date

Hire Date	09/14/2002

e. Phone Numbers

Phone	(555)555-5555
Work Phone	(555)555-5555
Mobile	(555)888-9999

f. W4 information – contains Federal Income

W4 Information

Fit	Single	Dependants	0	Extra	0.00
State		Dependants		Extra	

2. Pay History Screen – This screen will show the check listing for all of the checks paid to you on the FI system (new installations will have "summary check" listings for W2 and report purposes you will need to use the check stub you received on the old system)

| General	Pay History	Tax Forms	Additional Email

a. Check information will be listed in the grid, click the PRINT STUB action button next to the check you want to view or print

General	Pay History	Tax Forms	Additional Email

Pay History

JASON L FORREST, JR

#	End Date	Check Date	Check Number	Gross Amount	Net Amount	Print Stub
1						✱
2						✱
3						✱
4						✱
5						✱
6						✱
7						✱
8						✱
9						✱
10						✱
11						✱
12						✱
13						✱
14						✱
15						✱
16						✱
17						✱
18						✱
19						✱
20						✱

Go To ___ of 0 Lines

3. Tax Forms – this screen will allow the repint of any W2s or 1095Cs created on the FI system
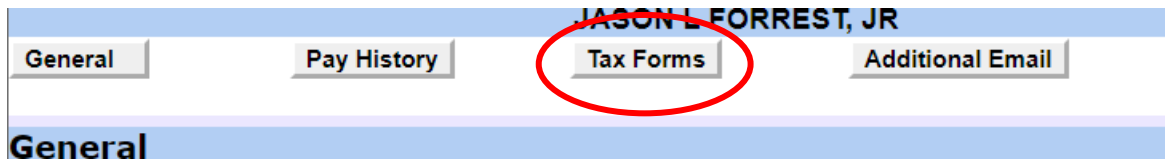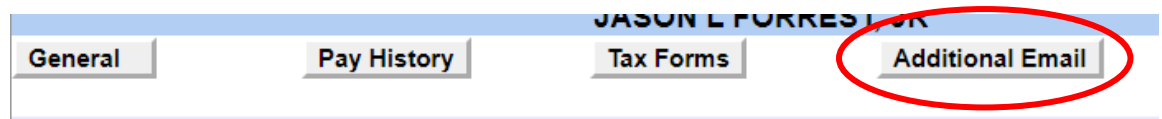

a. The year of the tax forms will be listed in the grid

b. Click the button (either W2 or 1095) of the document you want to view / reprint

4. Additional Email – this screen will allow you to change your email address

- **Signing In / Using the Portal**

Additional Emails

JASON L FORREST, JR

Current Email	beckyb@financial-intel.com
New Email	
Verify Email	
New Email Password	
Verify Email Password	

Commit Email Change

    a. Enter the new email address

    b. Verify the new email address

    c. Enter a new password

    d. Then Verify the new password

    e. Click the **COMMIT EMAIL CHANGE** button

5. Make sure you logout everytime you are finished using the portal (there is a built in time that will auto-log you out of the portal after the portal is idle for a period of time). To logout

    a. Click the three lines to the left top of the screen, a menu will open

Employee Portal

JASON L

| General | Pay History | Tax Forms |

    b. You can wither click the logout symbol at the top right oof the menu or

Extras

Employee Portal

Logoff

    c. You can click the LOGOFF menu item