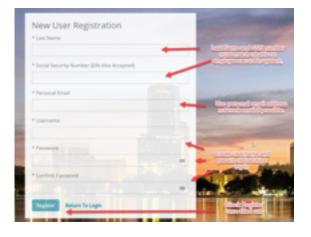# Electronic Signature Authorization & Employee Portal Registration

Star HR is pleased to be your new payroll provider. As a convenience we have auto filled your Employee New Hire Packet with the information you already have on file. Please go to http://starhro.com/resources/ to obtain a copy of the New Hire Packet and Employee Safety Manual. Both Star HR and Employee (parties) agree that the New Hire Packet and Employee Safety Manual may be electronically signed. The parties agree that the electronic signatures appearing on these documents are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. If you would like a paper version of the New Hire Packet please ask your worksite supervisor. You may also go on-line and navigate to the following address https:// key-ep.prismhr. com/#/auth/login to access pay stubs and other important employee information. If we do not have your correct email address on file you will not be able to register on the employee portal.

Once there you will see the following screen and will need to click on register to enroll.

Once one the employee portal screen https://key- ep.prismhr.com/#/auth/login enter the Last Name and Social Security number that matches what is on your employee record.

You will need to have a personal email address to receive password resets and verification. Username and password must be created in next step – see parameters for password. The password must contain the following: 8 Characters in length contain at least 1 number contain at least uppercase letter contain at least lowercase letter contain at least one symbol

Employee Print Name: _____

Employee Signature: _____

Date: _____