

## How to Create an Account for Employee Portal

The employee web portal allows employees to view and print advices (pay stubs), contact information, W-2 forms that you can print, and leaves of absence (when available). Here's how to get there:

Go to the city's website at [www.smwi.org](http://www.smwi.org). On the menu on top click on "**Site Map**", then click on "**Employee Login**". This will take you to the Employee Portal Login page. Or, go directly to [https://alioesp1.cesa10.k12.wi.us/ep\\_smwi/employee/login.php](https://alioesp1.cesa10.k12.wi.us/ep_smwi/employee/login.php)

Be sure to bookmark this location for future reference.

The first time you log into the site you will have to setup a user name and password by clicking on "**Create an account**".

First, you need to establish your **Personal Information**.

### To create an account:

You will need your Employee Number (six-digit number), which can be found on an existing pay stub or provided to you from the Payroll Clerk.

Enter the last four digits of your Social Security number, your birth date, and your zip code.

Create a user name and password.

Enter your e-mail address.

Press Submit.

### Profile Information

Create a **user name** using at least **six characters**. Enter a **password** with at least **seven characters** and re-enter it in the confirm password box. Please note that the user name and password are case sensitive.

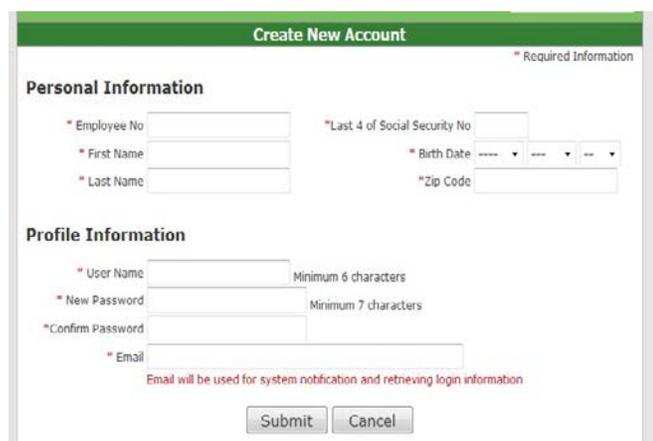
The last box is for your email address for system notification and retrieving login information.

### Information Available on the Employee Portal

On the **Home** tab, you will see your business and personal information. If you see any errors, please contact Katie at 762-2222, x123 or Jim Shelenske at 768-7499.



The screenshot shows the "Login to Employee Portal" page. It features a green header with the title "Login to Employee Portal". Below the header, there is a small icon of a person and the text "Login to Employee Portal". There are two input fields: "User Name:" and "Password:". Below these fields is a "Sign in" button. At the bottom of the form, there are two links: "Forgot your password?" and "Create an account".



The screenshot shows the "Create New Account" page. It features a green header with the title "Create New Account". Below the header, there is a small icon of a person and the text "Create New Account". The page is divided into two sections: "Personal Information" and "Profile Information". The "Personal Information" section includes fields for "Employee No.", "Last 4 of Social Security No.", "First Name", "Last Name", "Birth Date", and "Zip Code". The "Profile Information" section includes fields for "User Name", "New Password", "Confirm Password", and "Email". There are "Submit" and "Cancel" buttons at the bottom of the form. A note at the bottom of the "Email" field states: "Email will be used for system notification and retrieving login information".

If you ever want to change your user name or password, go to *Settings* and click on your user name and password. Enter new user name and click on *Update user name*. Enter your old password and then type your new password two times and then click on *Update password*.

Next, click on *Your Personal Information Settings*. Check the boxes if you would like your home address and home telephone number to appear in the internal directory.

If you click on the **Payroll** tab, the days highlighted in green are days you received pay. By clicking on the arrows next to the year, you can scroll through prior years. You can click on the highlighted pay period to see a copy of your pay. There is a print button on the pay stub that you can use to print out a copy if needed.

From this tab, you can also view and print a copy of your W-2s.

In the future, the **Leaves** tab shows all of the available leaves, what you've taken, and your current balances. If you click on the type of leave, it will show you the exact date the leave was taken. You can also use the drop-down menu to select only one kind of leave to view. We will let you know when this functionality is up and running.

The **Benefits and Deductions** tab shows all of your current and total benefits and all of your current and total deductions.

To log out, click on the **Logout** tab at the top right.

**Note: Advices will be available for viewing before direct deposit funds are posted to your bank account(s). Typically, funds are deposited into your bank account on the Friday of your pay period. (If a holiday falls on a Thursday/Friday, then payday is on the last business day before the holiday)**

If you have any questions or problems call or email:

Katie Crosby      [Crosby@smwi.org](mailto:Crosby@smwi.org)      at 762-2222 x 123 or

Jim Shelenske      [Shelenske@smwi.org](mailto:Shelenske@smwi.org)      at 768-7499



*Jim Shelenske*