



## EMPLOYEE ONLINE ACCESS

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Dear Valued Employee:

We are pleased to offer you online access to your personal payroll information. All you need is an e-mail address to register. From our company website, [www.integrityoutsorce.com](http://www.integrityoutsorce.com), click on the ***Employee Login*** button or type in <https://itg-ep.prismhr.com/>. After your first paycheck has been generated, you can self-register by clicking on “*Register*” and entering your last name, your SSN and email address of your choice. You will also choose a username and password. Our system will verify that you are indeed an employee and grant you access. Please make note of the username and password for future reference.

Once you are logged in, feel free to look around. You will have access to pay stubs, PTO and benefit information if applicable. You will also be able to download your W2 electronically once they become available. You may change your emergency contact or e-mail address as well.

If you need to change your password, you can do so by clicking on “*Forgot Password?*”. We hope that you will find this part of our service helpful and convenient. If you need assistance, please feel free to call us at 602-952-5500 and any of our staff will be glad to help you.

Thank you!  
Integrity Outsource