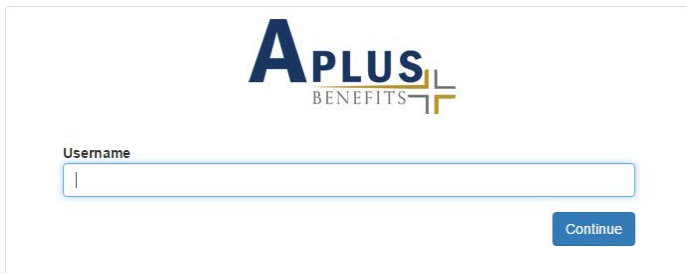


A Plus Benefits Employee Self-Service Portal

Your company has been transitioned to the new payroll and HR software with A Plus Benefits. To access your pay information online, please follow the instructions below:

Go to: <https://aplee.prismhr.com/apl/cmd/login>

Click on: **Register**



Forgot Your Password?

Register



User Registration

Last Name *

Social Security Number *
Please enter a valid SSN!

Create User Name *

Create Password *

Confirm Password *
Password Not Match!
Password Not Valid!

Strong Password Requirements

- The new password field cannot be empty.
- Passwords must be at least 8 characters in length.
- Passwords must not contain the username.
- Passwords must contain at least 1 upper case letter and at least 1 lower case letter.
- Passwords must contain at least 1 number.

Register

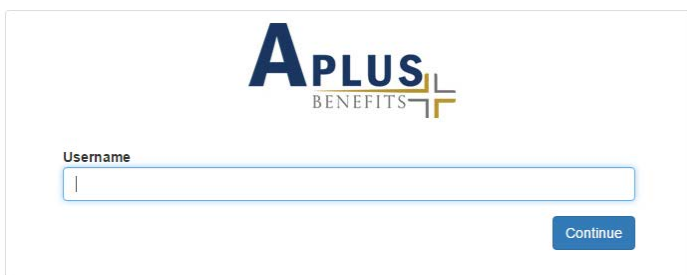
Cancel

Enter your information into the form

Click on: **Register**



You will be directed back to the login screen.



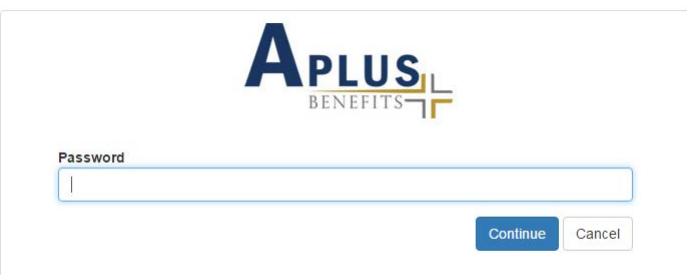
Forgot Your Password?

Register



Enter the username you just created

Click on: **Continue**



Forgot Your Password?

Register



Enter the password you created

Click on: **Continue**

After logging in, you will be taken to the main Dashboard seen below. To view and print your paystubs:

The screenshot shows a dashboard with a top navigation bar labeled 'PAYROLL'. Below it are four main menu items: 'MYSELF', 'TIME REPORTING', 'BENEFITS', and 'PAYROLL'. A blue arrow points to the 'PAYROLL' menu item with the text 'Click on: Payroll'. Below these are seven sub-menu items: 'My Tax Settings', 'Check History', 'Payroll Inquiry', 'Direct Deposit Authorization', 'Direct Deposit', 'W-2 Reprint', and 'Early W-2 Election'. A blue arrow points to the 'Check History' menu item with the text 'Click on: Check History'.

A list of all of your paychecks will be shown. Click on the row of the check stub you wish to view or print.

Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date	Voucher Number
3	3,045.00	1,049.08	75.92	1,920.00	C	08/17/2015	000022
2	1,950.00	453.17	75.92	1,420.91	C	08/07/2015	000014
1	736.00	161.87	75.92	498.21	C	07/31/2015	000002

Your check detail will populate to view your paystub online.

The 'Check Detail' page shows a summary for Check Number 3 with a Net Pay of 1,920.00. Below this is a table with tabs for 'Check Info', 'Earnings', 'Taxes Withheld', and 'Deductions'. The 'Check Info' tab is active, showing the following details:

Period Start Date	08/02/2015
Period End Date	08/08/2015
Pay Date	08/17/2015
Ach Amount	0.00
Check Amount	1,920.00

At the bottom of the page are two buttons: 'Reprint Check Stub' and 'Close'. A blue arrow points to the 'Reprint Check Stub' button.

If you want to print your check stub,

Click on: **Reprint Check Stub**

If you have any questions about registering or viewing and printing your paystubs, please feel free to contact a member of our Account Management team at 1-800-748-5102.