

Employee Portal Instructions

To view your Employee Account, we now have a web portal!

For any questions, please email us at portal@a1personnelinc.com. Please include your full legal name and last four digits of your social security number and tell us that you are requesting information about the paycheck voucher portal.

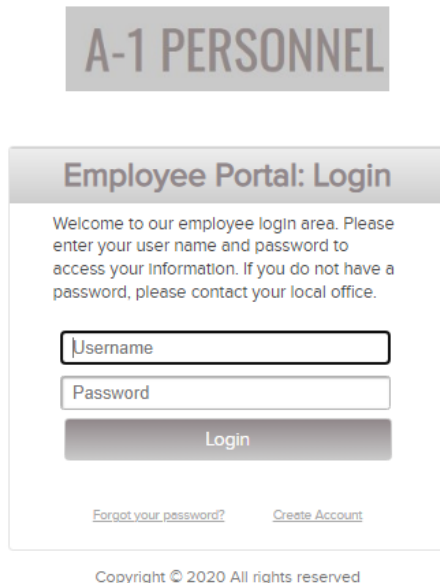
From this site you can view your paycheck vouchers, view and update your mailing address and view your 2022 W-2 (when it becomes available).

To create a web portal account, simply follow these easy steps.

Click on the following link:

https://a1personnel.securedportals.com/portal/redirect_employee_portal.aspx

You will see this screen.



The screenshot shows the A-1 Personnel Employee Portal Login page. At the top, there is a grey header with the text "A-1 PERSONNEL". Below this is a white box with a grey header that says "Employee Portal: Login". Inside the white box, there is a welcome message: "Welcome to our employee login area. Please enter your user name and password to access your information. If you do not have a password, please contact your local office." Below the message are two input fields: "Username" and "Password". Below the input fields is a grey "Login" button. At the bottom of the white box, there are two links: "Forgot your password?" and "Create Account". Below the white box, there is a copyright notice: "Copyright © 2020 All rights reserved".

Click on "Create Account" at the bottom right of the screen.

[Create Account](#)

Next, you will see this screen ->

Employee Portal: Create New Account

Before you can create a new Web Portal account, we must verify your employment status with our organization. Please enter your Last Name and your Social Security Number:

Last Name:

SSN:

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Enter your last name and social security number.

At the next screen, the system will automatically prefill your email address on file as your User Name. You will simply create a New Password and confirm it.

Employee Number:

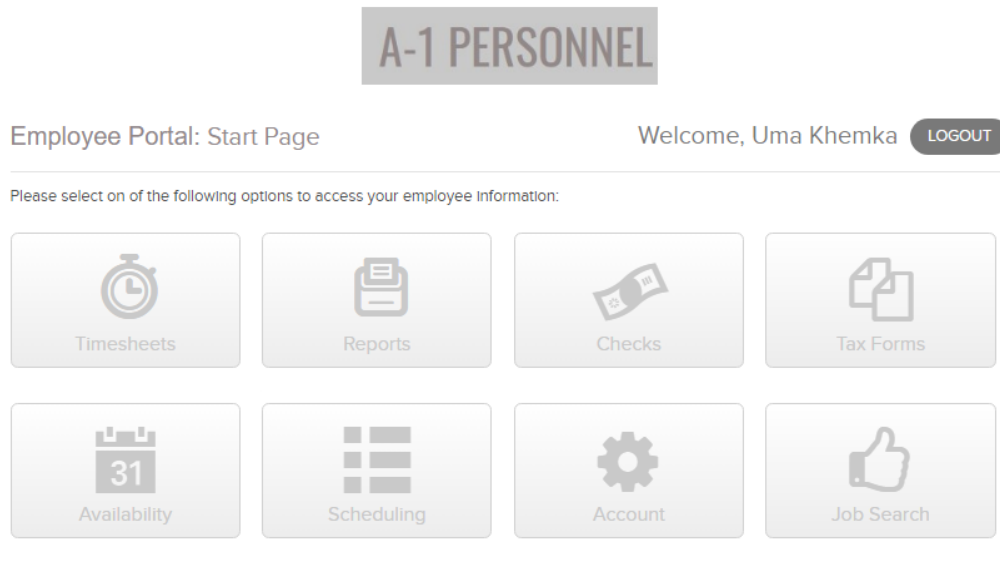
User Name:

New Password:

New Password:

Please keep your logon credentials so that you can access your Employee Web Portal account in the future.

You will see this screen for the Start Page



To view and print your complete check history, click on Checks → “View Payroll Checks History”

Your 2022 W-2 will also be available under “Tax Forms” on January 31, 2023.

To view and update your Mailing Address, go to “Account” -> Update Mailing Address

Your address on file is shown. To change your address, enter it and select “Update.” Please make sure that you enter the same address in Column 1 “I Live Here” and Column 2 “Send Check To.”

[Home](#)[Timesheets](#)[Reports](#)[C](#)

Please update your address and click the Submit button...

	I LIVE HERE	SEND CHECK TO
Solution:	<input type="text"/>	
First Name:	<input type="text" value="Jane"/>	TAMMI
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Doe"/>	BRUNSON
Address 1:	<input type="text" value="12725 Royal Drive"/>	<input type="text" value="12725 Royal Drive"/>
Address 2:	<input type="text" value="#123"/>	<input type="text" value="#123"/>
City:	<input type="text" value="HOUSTON"/>	<input type="text" value="HOUSTON"/>
State:	<input type="text" value="TX"/>	<input type="text" value="TX"/>
Zip Code:	<input type="text" value="77071"/>	<input type="text" value="77071"/>
Primary Email:	<input type="text" value="janedoe@gmail.com"/>	<input type="text" value="janedoe@gmail.com"/>
Alternate Email:	<input type="text" value="janedoe1@gmail.com"/>	

Once your address has been updated you will see this ->

Your address information has been updated.

You can change your web portal password by going to "Account" -> "Account Maintenance"

The system will prefill your email address on file as your User Name. You will only create a New Password and Confirm Password.

User Administration: Employee Account Maintenance

◀ BACK

You may use this screen to change your Password.

To Change	Do The Following
Email Address	Update the <i>Email Address</i> field or leave it empty.
Password	Fill in the <i>New Password</i> and <i>Confirm New Password</i> fields. Leave all other fields empty.

Current User Name:

Email Address:

New Password:

Confirm New Password: