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.
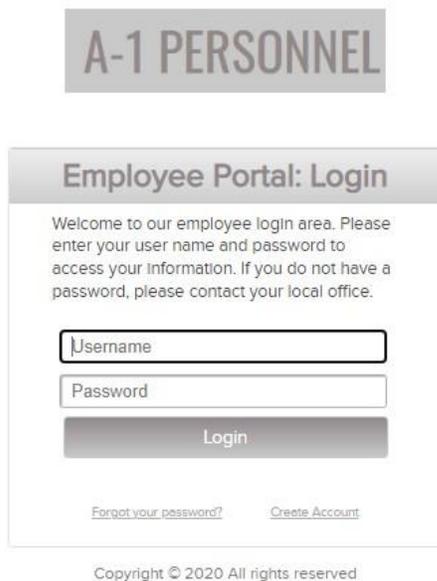
From this site you can view your check history, update your mailing address and view your W-2's and 1095'S (when they become available).

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.

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

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:

OK   Cancel

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.
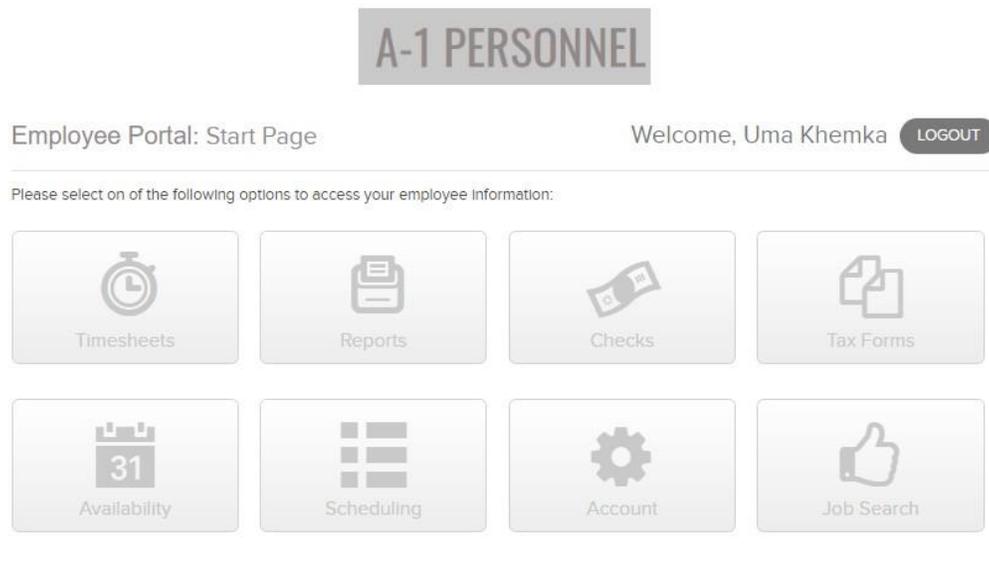
Employee Number:

46730

User Name:

janedoe@gmail.com

New Password:

•••••••••

New Password:

•••••••••

OK   Close

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

You will the see this screen for the Start Page

To view and print your complete check history, click on Checks –> "View Payroll Checks History"

Your W-2 will also be available under "Tax Forms."

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."

Employee Portal: Update Address   Welcome,

Home	Timesheets	Reports	C

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

	I LIVE HERE	SEND CHECK TO
Salutation		
First Name	Jane	TAMMI
Middle Name		
Last Name	Doe	BRUNSON
Address 1	12725 Royal Drive	12725 Royal Drive
Address 2	#123	#123
City	HOUSTON	HOUSTON
State	TX	TX
Zip Code	77071	77071
Primary Email	janedoe@gmail.com	janedoe@gmail.com
Alternate Email	janedoe1@gmail.com	

Update   Close

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 *Email Address* field or leave it empty.
Password	Fill in the *New Password* and *Confirm New Password* fields. eave all other fields empty.

Current User Name:

Email Address:

janedoe@gmail.com

New Password:

Confirm New Password:

Update   Close