



My HR Dashboard - Employee Self Service (ESS) Registration

1. Go to www.myhrprofessionals.com, then click on the blue “Login” button in the Upper Right Corner of the page
2. Select “My HR Dashboard Employee Self Service (ESS) Portal”
3. For a New User, click “Register”.

Note: If you work for two or more companies processed by My HR Professionals, please just contact us directly in order to setup your ESS account so you can see all your information on one login.

SPMI
My HR Professionals

Username

Password

[Log In](#) [Register](#)

[Forgot Username?](#) [Forgot Password?](#)

4. Complete the “User Registration” page with your information.

New User Registration

* Last Name

* Social Security Number (EIN Also Accepted)

* Username

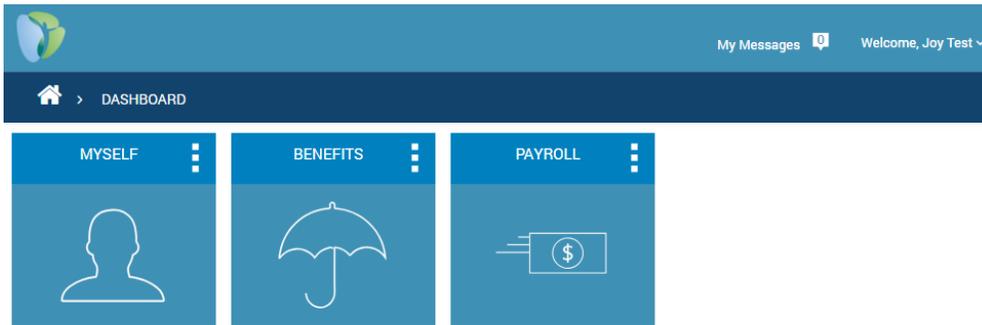
* Password

* Confirm Password

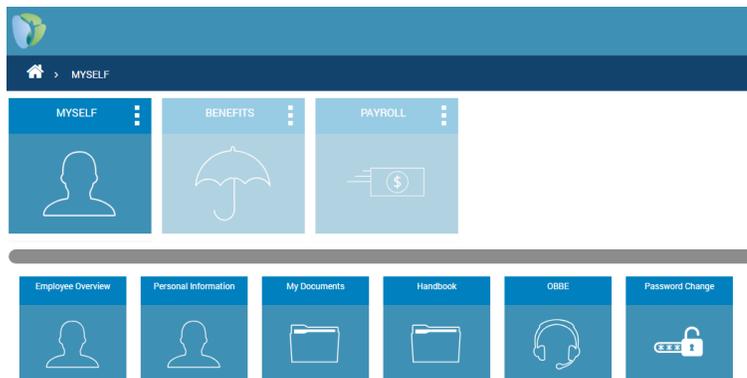
[Register](#) [Return To Login](#)

Your password must be at least 8 Characters in length and must contain at least one of each of the following: 1 – Uppercase Letter, 1 – Lowercase Letter, and 1 – Number.

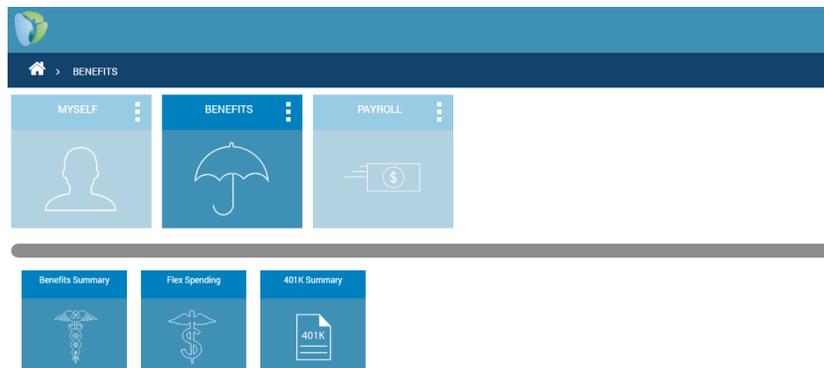
5. Once Registered, you will then return to the login page. Enter your login credentials and click “Log In”
6. Once logged in, you will see a screen similar to the following:



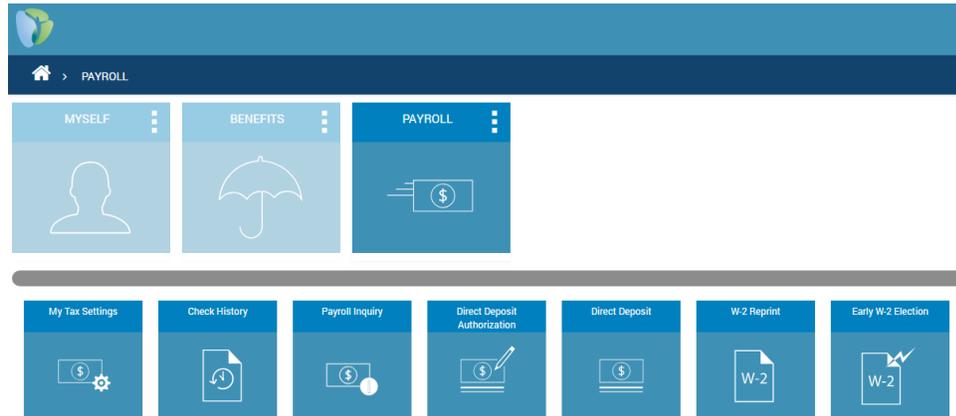
- The “Myself” tab allows you to view your employment information that is logged in our system. Within the “Myself” section, the “My Personal Information” button will allow you to view and update information like your Physical Address, Mailing Address, W2 Address, Phone Number, Email Address, and your Emergency Contact.



- The “Benefits” tab displays information related to your benefits, if tracked in the My HR Dashboard system. Note: The amount of information included in this section is dependent upon your employer’s contracted level of services with My HR Professionals. Only benefit deductions administered by the My HR Professionals Benefits Department will display in this section.



- The “Payroll” tab allows you to access and view all payroll information processed in the My HR Dashboard payroll system. You can use the “My Tax Settings” button to edit your existing tax settings, “Direct Deposit Authorization” to edit existing or add new Direct Deposit preferences, and “Check History” to view past Earnings Statements.



7. My HR Professionals highly recommends that you navigate to “Myself”, then “My Personal Information”, then “Resident Address” and enter in your current email address. If this field is left blank, the system will be unable to email you password reset instructions in the event that you lose or forget your password.

If you have any questions or concerns regarding the Employee Self Service Portal, please feel free to contact My HR Professionals at (479) 474-7752 or by email (receptionist@myhrpros.com).