

Employee Self Service: Employee Handbook Access

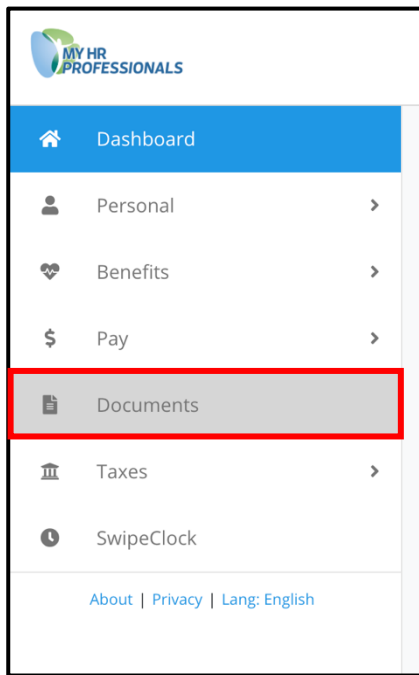
1. Go to www.myHRprofessionals.com
2. Click on “Login” and under **User Login** select “My HR Dashboard Employee Self Service (ESS) Portal”



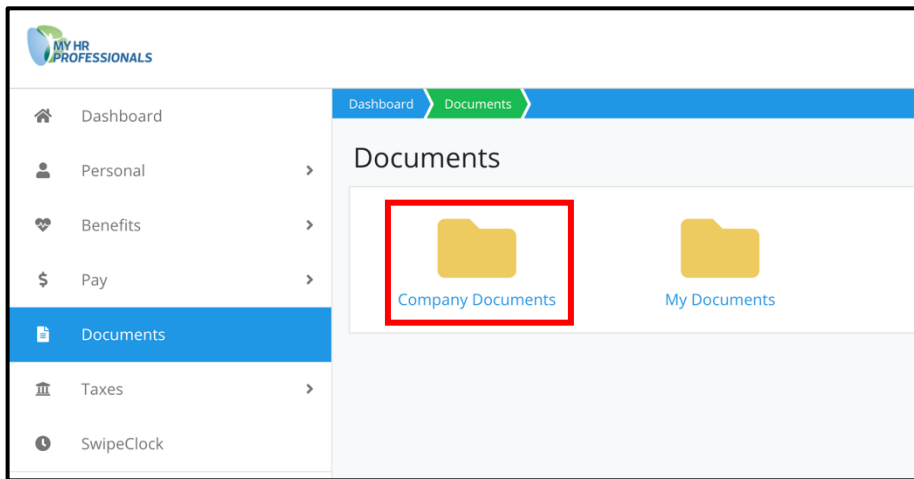
The screenshot shows the login form on the My HR Professionals website. At the top is the logo. Below it are two input fields: "Username" and "Password". Below the password field is a "NOTICE" box with text: "NOTICE: Our system recently rolled out a global security update, resetting devices used to access employee portals. If you receive a message that contact information is missing, please contact My HR Pros at 800-940-8706 for assistance." Below the notice are two buttons: "Log In" (blue) and "Register" (grey). Below the buttons are two links: "Forgot Username?" and "Forgot Password?". At the bottom is a "Language" dropdown menu set to "English".

3. Enter the Username and Password you created.
If you are a new user, please request the self-service directions so you can register as a user.

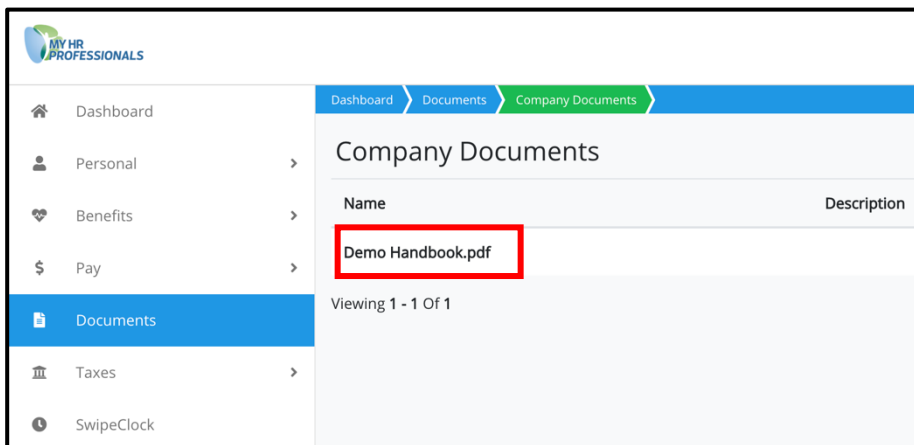
4. Click the blue “Log In” button and now you are successfully logged in for Employee Self Service!



5. On the left-hand side of the screen, select “Documents”



6. Select the “Company Documents” folder



7. Click handbook PDF file to download