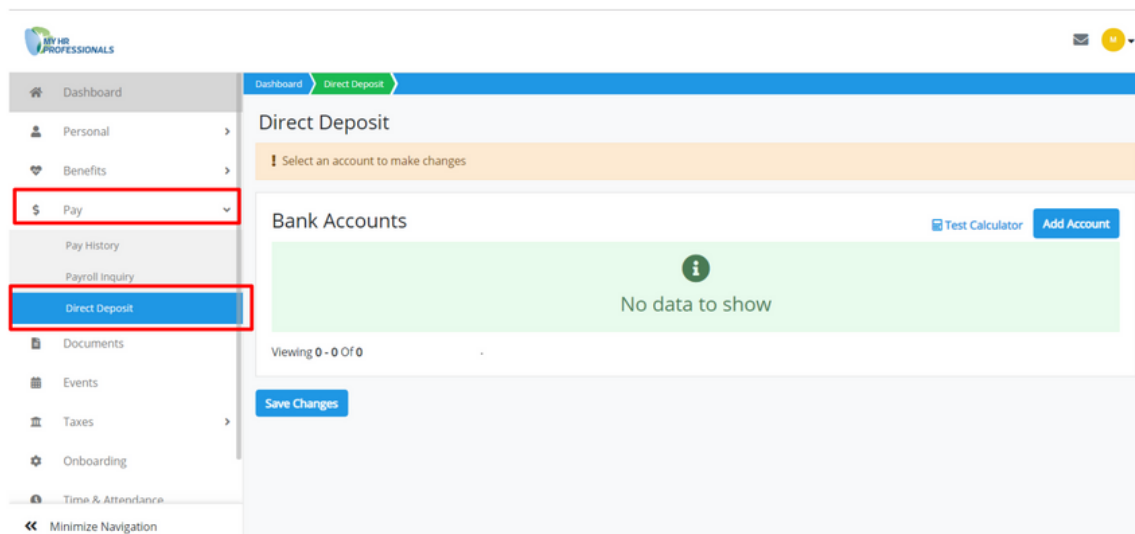


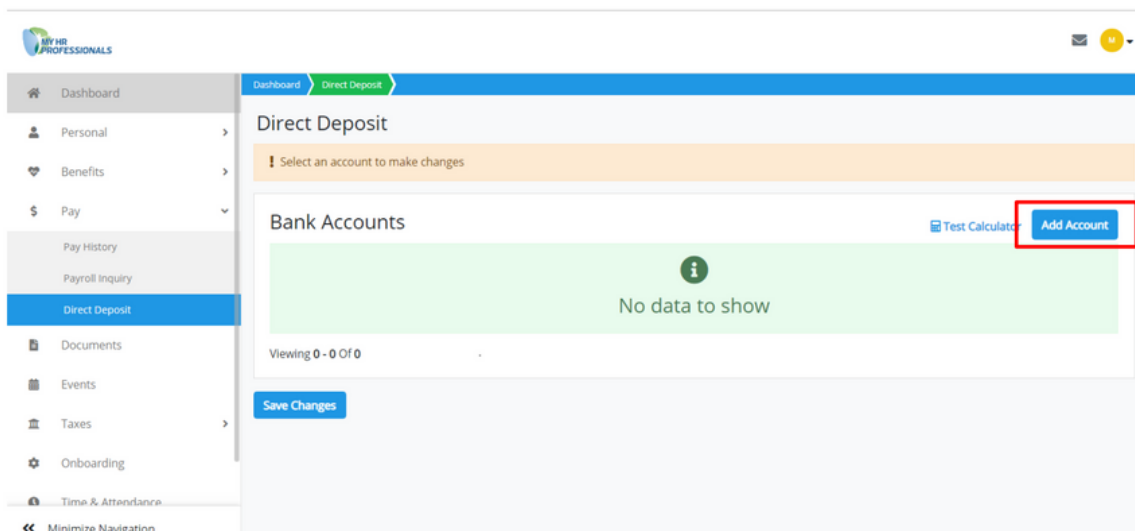
# MY HR DASHBOARD EMPLOYEE SELF SERVICE (ESS) PORTAL- SETUP DIRECT DEPOSIT

My HR Dashboard ESS: <https://spm-ep.prismhr.com/#/auth/login>

- Login with your username and password.
- On the left-hand side of the screen select “Pay” then on the drop-down menu select “Direct Deposit”

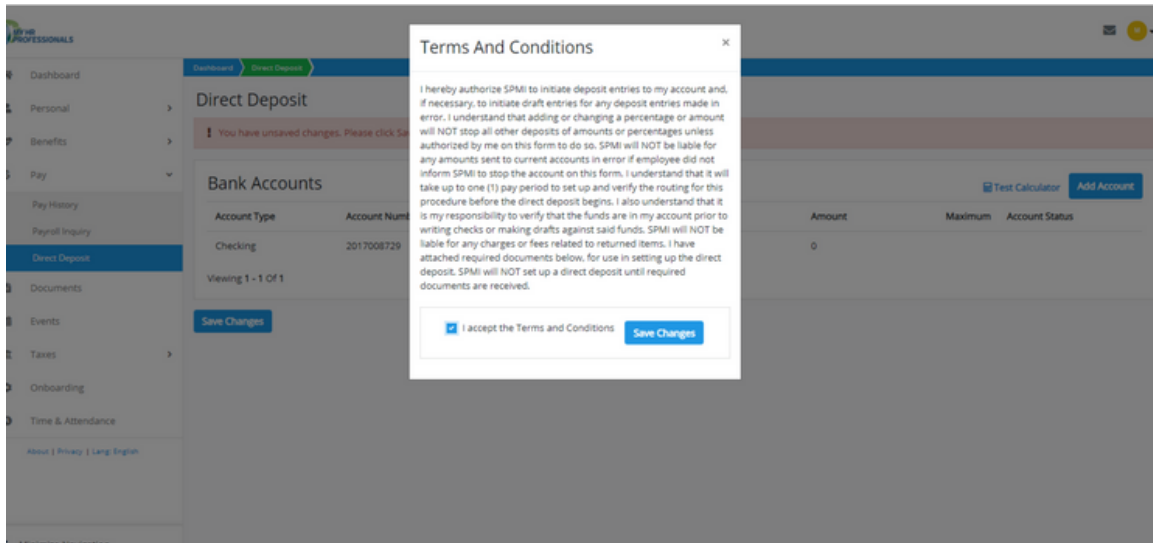


- Once selected, click on the “Add Account” Blue Button.





- After clicking “Add” you will get this prompt with Terms and Conditions. Please READ carefully. If you agree with these Terms and Conditions, click on “I accept the Term and Conditions” & save changes.



If you have any questions, please contact My HR Pros at (800) 940-8706.

