



MY HR PROS

My HR Dashboard- Switching Between Multiple Companies

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Click on the Company Name listed under your menu options.

The screenshot shows the MY HR PROS dashboard interface. At the top, there are navigation icons for 'My Company', 'My Employees', 'My Payrolls', and a search bar. Below the navigation bar, the current company is identified as 'Company: (000100) Dashboard Demonstration', which is circled in red. The dashboard also displays 'My Favorites' and a 'My Support Team' section with four team members: Director of Operations (Lauren Jones), Enhanced HR Support Services, Benefits Support Services, and Occupational Safety Support Services.

4. Select which company you want to view.

The screenshot shows a modal window titled 'Search All Companies' with a table listing available companies. The table has columns for Company ID, Company Name, Legal Name, Telephone, Payroll Rep, Status Date, Current Status, and Payroll Date.

| Company ID | Company Name | Legal Name | Telephone | Payroll Rep | Status Date | Current Status | Payroll Date | |
|------------|--------------|-------------------------|-----------|--------------|-------------|----------------|--------------|------------|
| 1 | 000100 | Dashboard Demonstration | Demo | 508/225-1600 | ljones | 02/01/2015 | A | 04/09/2017 |