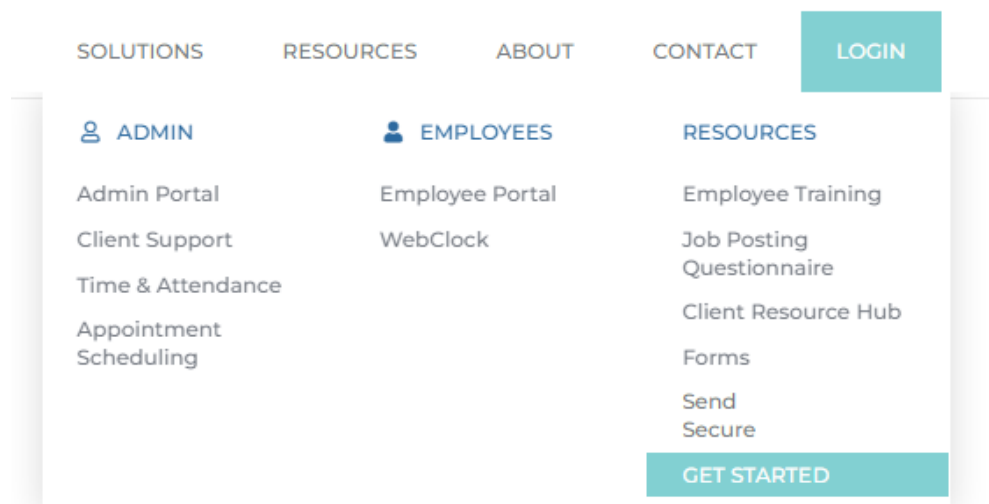




# MY HR PROS

## Employee Self Service: Employee Handbook Access

1. Go to [www.myhrprofessionals.com](http://www.myhrprofessionals.com)
2. Click on “**Login**” and Select “**Employee Portal**”



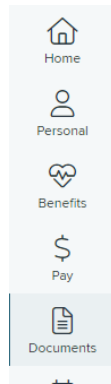
3. Enter the Username and Password you created.

*If you are a new user, please request the self-service directions so you can register as a user.*

The login page contains the following elements:

- MY HR PROS logo and name
- Username input field
- Password input field with a 'Show' toggle
- 'Log In' button (highlighted)
- 'Register' button
- 'Forgot Password?' link
- 'Forgot Username?' link
- Footer: Language: English (dropdown), Privacy Policy

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



5. Select the “Company Documents” folder

[Documents](#)

Filter... Go Prev Next

	Name	Version	Category	Description
	<a href="#">Company Documents</a>			
	<a href="#">My Documents</a>			

6. Click the “Handbook” folder

[Documents / Company Documents](#)

Filter... Go Prev Next

	Name	Version	Category	Description
	<a href="#">Benefit Documents</a>			
	<a href="#">Company Policies</a>			
	<a href="#">Handbook</a>			