

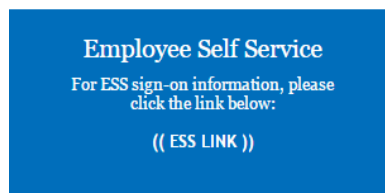


## Logging into the Employee Portal via a Computer

Open a Web browser and enter the following provided NEW URL to the Employee Portal:

<https://performancepayroll.evolutionpayroll.com/ess#/login>

or by going to the Performance Payroll web site and Clicking on the link in the Employee Self Service Link, as shown below:



Once entered, the Login screen opens to the Secure User Login tab.

**USER ID: 2338 + first initial + last name (all lower case)**

Enter your existing **User Name** and **Password** and Click the **Sign In** box, which will result in setting up Security Questions and saving them using the Save icon, in the top left corner:

Upon clicking the **Save**  button, the Employee Portal **Dashboard** Opens.