

## Employee Portal Quick Start

The Employee Portal contains important information such as paystubs, tax forms and other things you may find beneficial throughout your employment. The Employee Portal is always being improved and updated meaning you may find more helpful information added on a regular basis.

1. Please visit [WWW.HR-1.NET/PORTAL](http://WWW.HR-1.NET/PORTAL)
2. Select your employer
3. Click the provided secure link to register or login

You can use a computer, tablet, or cell phone to access and register for the Employee Portal.



Please email [tac@datasystemservicesllc.com](mailto:tac@datasystemservicesllc.com)  
for issues accessing your Employee Portal

# Employee Portal Quick Start

Submit your registration by completing the form.

The information entered here should reflect the same information provided to the Company in your onboarding. Your employee ID can be found in the top right corner of your pay stub.

Please note, you should use a personal email address.

Question 1:  
Select Question

Answer:

Question 2:  
Select Question

Answer:

Personal Email:

Confirm Personal Email:

Password:

Confirm password:

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## Register

Create a new account

First:

Last:

Birth Date:

Last 4 SSN:

Employee ID:

[Help](#)

TIP: The criteria for your password are:

- 8-20 characters long;
- At least one upper case letter;
- At least one lower case letter;
- At least one number; and
- At least one special character such as:  
\$, !, #, &, @, ?, %, =

A registration confirmation email will be sent to the email address you provided in the registration. That email contains a verification link that will expire. Please ensure you click the provided link as soon as you receive it.

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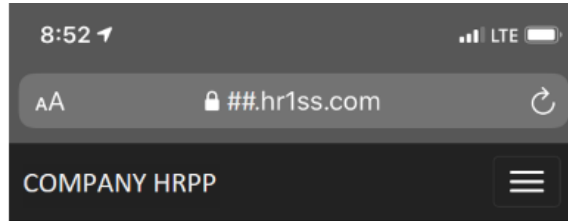
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Once you have confirmed your registration you can return to the Employee Portal and login.

## **IMPORTANT**

You can access your portal as soon as registration is complete, but it takes time for the system to grant access to your paystubs. **It will take up to 48 hours before your paystubs are viewable on the Employee Portal.**

Note: Your paystub history will only be viewable for check dates on or after 01/01/2020. Stubs prior to this date are not available for electronic viewing.



## Log in

Use a registered account to log in.

Email

Password

Remember me?

Log in

[Register as a new user](#)

[Forgot your password?](#)

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