

# EMPLOYEE PORTAL INSTRUCTIONS

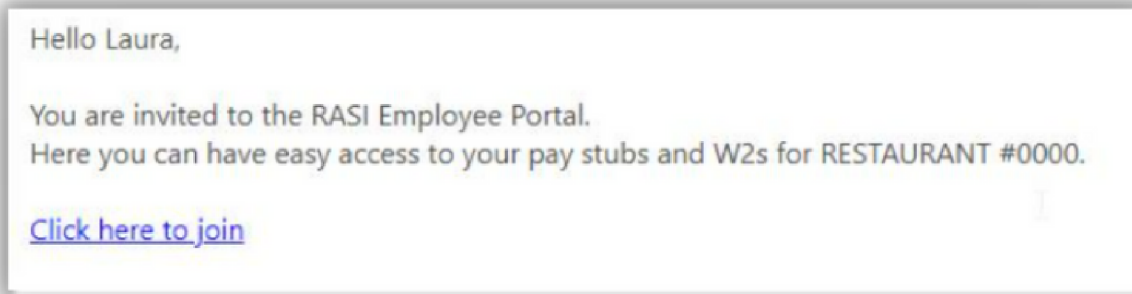
Welcome to RASI's Employee Portal! This is your one-stop-shop for all payroll information inclusive of paycheck stubs and year-end W2s.

Employee Portal: <https://employeeportal.restacct.com/login>

## Logging into the Employee Portal:

Please follow the steps below to log into your payroll and access your information.

1) You will receive a notification via email or phone to log into the portal. Follow the link to go to the portal.



2) To authenticate your profile, the system will have you enter the last four of your Social Security Number and Date of Birth.

a) NOTE: If the system does not recognize the Social Security Number and/or Date of Birth, please reach out to your employer for assistance. The information used to validate your profile is provided to RASI by your employer, if the information provided is not accurate, your employer can update it in the system.

b) After 3 unsuccessful attempts to verify your identity, your account will be locked and you will be instructed to reach out to your employer to resend the invitation.

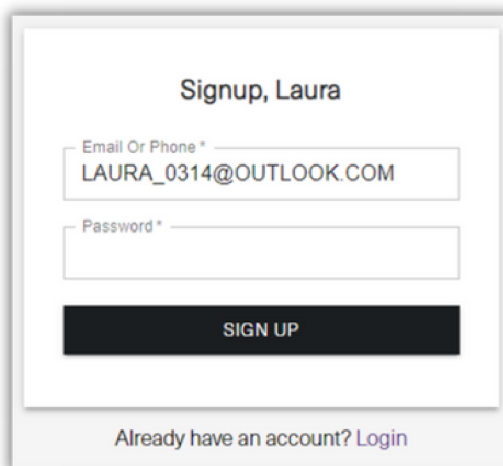
c) Once information is entered, click on "Identify User".

A screenshot of the login form. At the top, it says "Hello Laura, help us identify you". There are three input fields: "Email Or Phone \*" with the value "youremail@provider.com", "LAST 4 SSN \*" with the value "1235", and "DOB \*" with the value "2000/10/10" and a calendar icon. At the bottom, there is a black button with white text that says "IDENTIFY USER".

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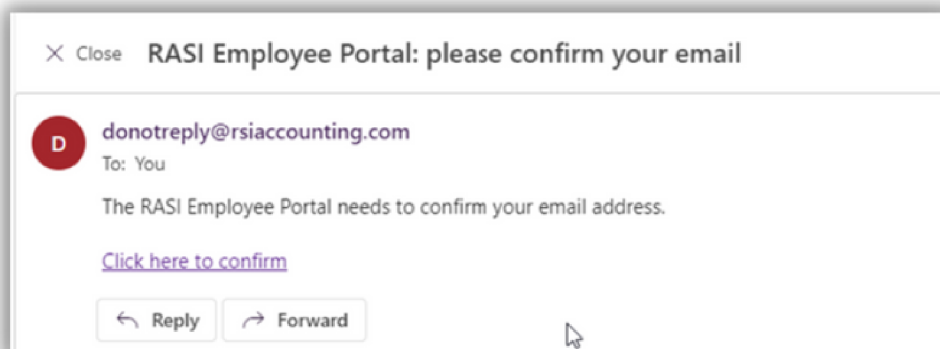
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3) Once the system identifies the user, it will prompt you to enter a password & sign up.



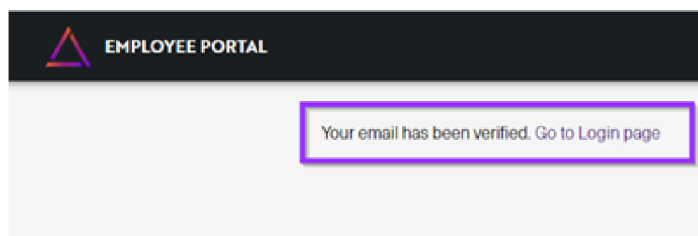
A screenshot of a web form titled "Signup, Laura". It contains two input fields: "Email Or Phone \*" with the value "LAURA\_0314@OUTLOOK.COM" and "Password \*". Below the fields is a black button labeled "SIGN UP". At the bottom, there is a link that says "Already have an account? Login".

4) Once complete, you will receive a verification via email or text to verify your information. Please click the link to confirm.

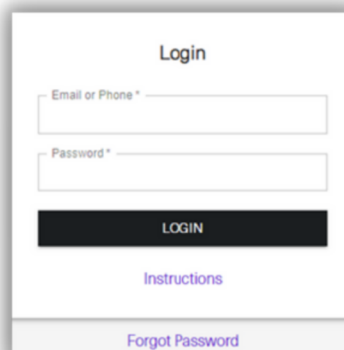


A screenshot of an email interface. The header says "Close RASI Employee Portal: please confirm your email". The email is from "donotreply@rsiaccounting.com" to "You". The body text says "The RASI Employee Portal needs to confirm your email address." and includes a link "Click here to confirm". At the bottom are "Reply" and "Forward" buttons.

5) Once confirmed, go to the login page to sign into the Employee Portal.



A screenshot of the "EMPLOYEE PORTAL" login page. It features a dark header with the portal name and a message box that says "Your email has been verified. Go to Login page".



A screenshot of a "Login" form. It has two input fields: "Email or Phone \*" and "Password \*". Below the fields is a black button labeled "LOGIN". At the bottom, there are links for "Instructions" and "Forgot Password".

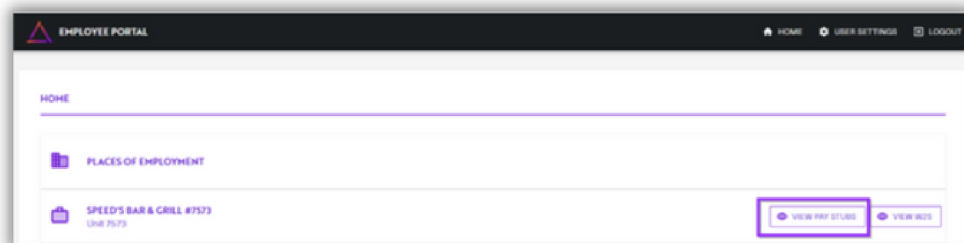
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## Navigating the Employee Portal:

Each location with a pay history with RASI will be listed on the portal's home page.

To view paycheck stubs:

1) Click on “View Pay Stubs” for the unit you would like to see stubs for.

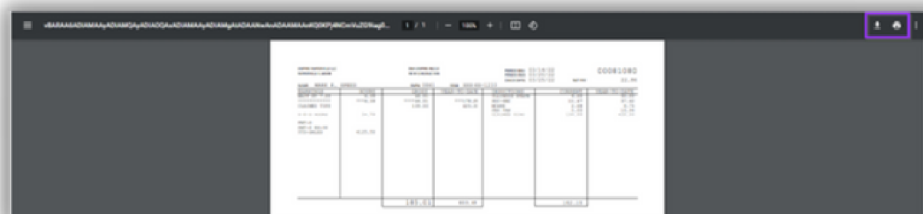


2) Click on the check date or the Check Number for the stub you would like to view.

A screenshot of the 'VIEW PAY STUBS' page. The page title is 'VIEW PAY STUBS'. Below the title is a table with two columns: 'CHECKDATE' and 'CHECKNUMBER'. The table contains two rows of data:

CHECKDATE	CHECKNUMBER
12/22/2022	00082143
12/23/2022	00082142

3) The check stub will appear as a PDF, and you can either print or download the stub from the screen.

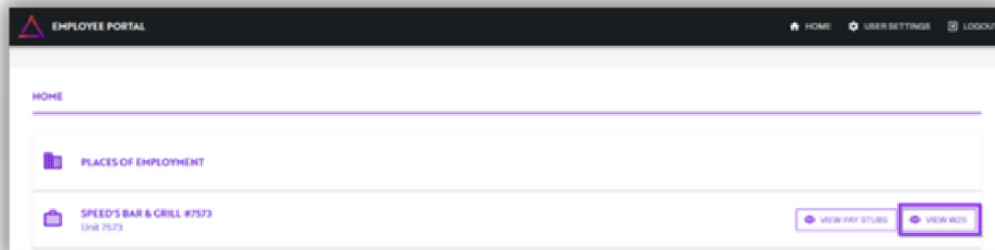


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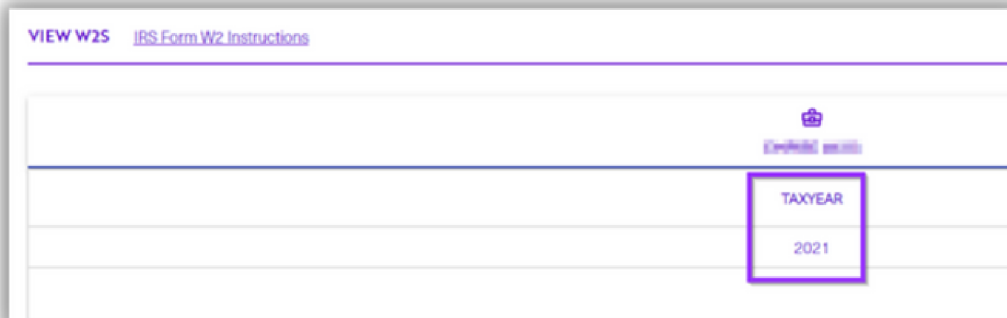
## Navigating the Employee Portal:

To view W2s:

1) Click on “View W2s” for the unit you would like to see W2s for.



2) Click on the tax year that you would like to view the W2 for.



3) The W2 will appear as a PDF, and you can either print or download the W2 from the screen.



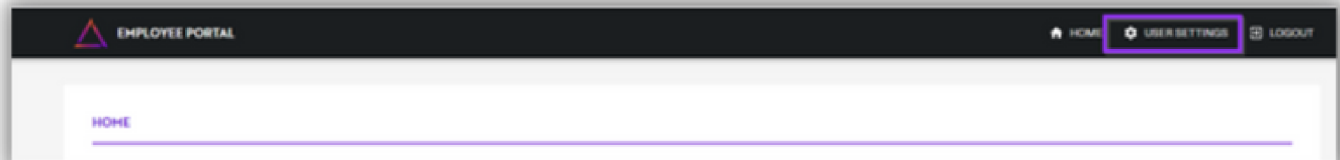
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## Navigating the Employee Portal:

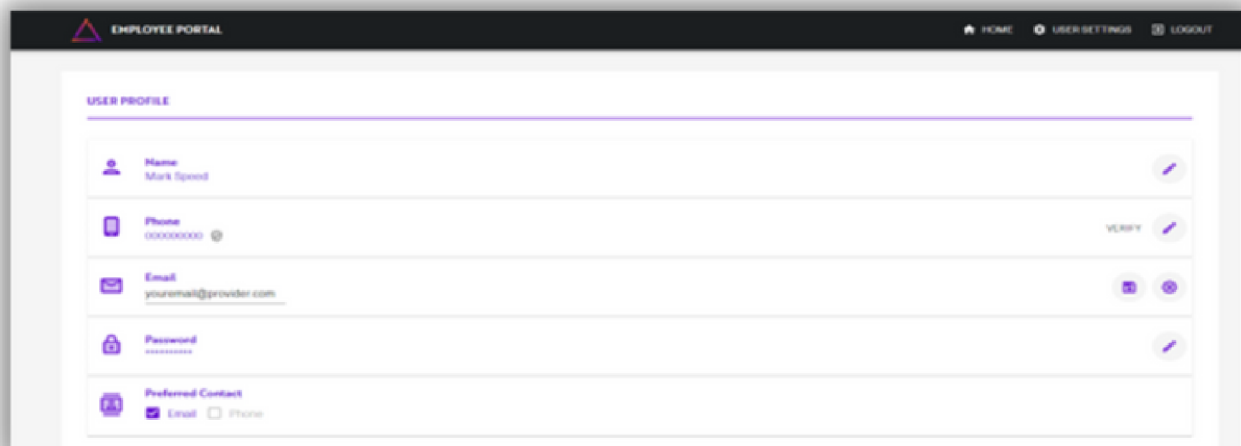
### Update Portal Settings:

1) From the home screen click on “User Settings”.



2) Click on the pencil icon to update any applicable information.

- a) NOTE: This does not send the updated information to your employer, it updates it for purposes of the portal only.
- b) If you update a phone number and/or email that has been verified, it will prompt you to verify the updated information. This will be required to access the portal.
- c) The purple icon to the right of the email or phone number indicates that it has been verified.



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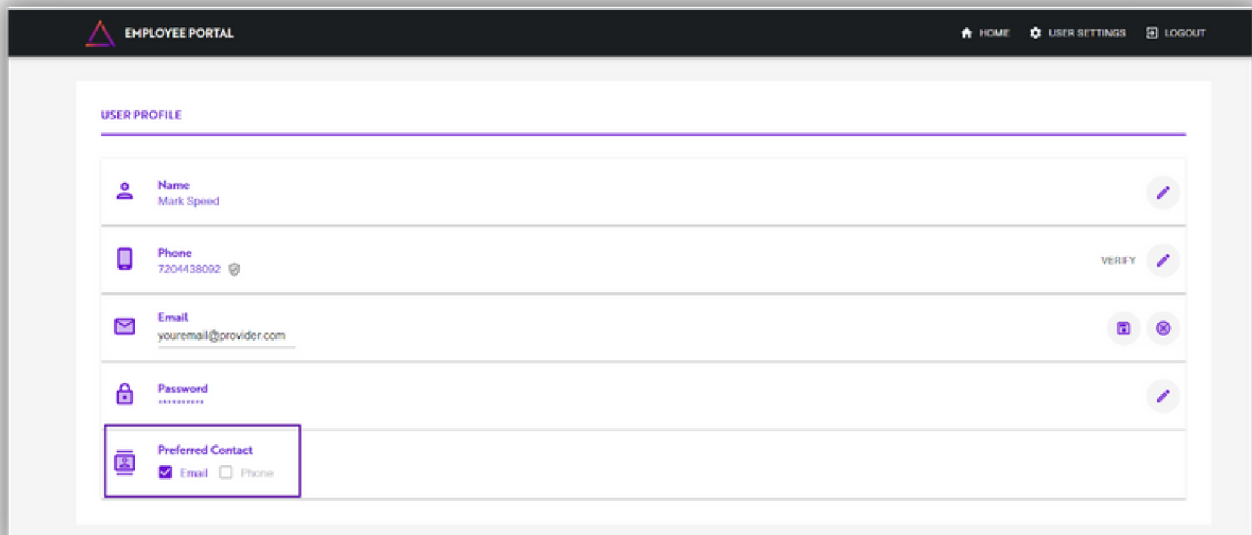
## Navigating the Employee Portal:

### Update Portal Settings:

3) Select the preferred method of contact

a) Only verified methods can be selected. If you would like to choose an option that has not been verified, click on “Verify” on the right-hand side to verify that contact information method.

b) Once verified, you will be able to select that method as a preferred contact method.



The screenshot shows the 'EMPLOYEE PORTAL' interface. At the top, there is a navigation bar with 'HOME', 'USER SETTINGS', and 'LOGOUT'. The main content area is titled 'USER PROFILE' and contains several fields for user information:

- Name:** Mark Speed (with an edit icon)
- Phone:** 7204438092 (with a 'VERIFY' button and an edit icon)
- Email:** youremail@provider.com (with a 'VERIFY' button and an edit icon)
- Password:** (with an edit icon)
- Preferred Contact:** A section with a checkbox for 'Email' (checked) and a checkbox for 'Phone' (unchecked).

Please reach out to your employer with any questions.

[Click Here for Spanish Version](#)