## **Payroll Portal Registration**



We are excited to inform you that your new employee payroll portals provided by you employer are available! Your employee portal will allow you to view your payroll and tax information including electronic pay stubs, W4 and state allowances, emergency contacts, direct deposit and more.

When it is time for you to register, you will receive 2 emails from "<u>donotreply@employerondemand.com</u>." One email will contain a temporary password which you will use to register for your employee payroll portal.

Select and copy your password donotreply@employerondemand.com to me < Your temporary password for registration is Ee75021

The other email will contain a link that says "Click Here to register for access to your payroll applications.

Payr	oll product access - your registration information 📄 🛛 🗈 🖉		
•(	donotreply@employerondemand.com to amanda Hello John Doe, You have been enrolled for access to: My Employee Self Service	Select "Click Here."	
	To log in and complete your registration, just complete the 2 easy steps below: 1. Obtain your temporary password. This password will be emailed to you within the next 5-15 minutes. 2. Click here to register for access to your payroll applications. This link is only good 45 days from the time it was generated.		
	Once you have registered, the following link(s) can be used to gain access to the product(s): My Employer On The GO (https://my.employeronthego.com/)		

When you select "Click Here" you will be directed to the registration page, and asked to enter your temporary password. Paste your password in the box provided and click "Next." \_\_\_\_

financial	Employer OnDemand Employee Self Service		
Log in to Employee Self Service Enter the required information below to log in to Employee Self Service.			
Temporary Password.*			

On the next page you will be prompted to select and answer two security questions. Lastly, please read and accept the Terms and Conditions. Once you have completed this, you are done!

If you are having trouble with registration, or have questions please contact our office at 901-313-4404 or payroll@poplarfinancial.com