



URL: <https://portal2.fmssolutions.com/employee-signup> (you can copy/paste in your browser)

Organization ID: SE0533 Centralia Shop N Kart
SE0534 Westport Shop N Kart
SE0528 Long Beach Shop N Kart

Creating an Account

The first step as a new user of the Employee Portal is to create an account. To create an Employee Portal account:

Launch a web browser and type in the URL above. The **EMPLOYEE PAYROLL PORTAL** page appears.

Sign In

Screen Name:

Password:

Remember Me

[Forgot Password](#) [Forgot Screen Name](#)

FMS Employee Portal Sign Up

Screen Name:

First Name:

Email:

Last Name:

Verify Email:

DOB:

Organization Client Id:

SSN:

Employee Portal Info

Navigate to the Employee [Sign Up](#) or [Sign In](#) or the [Employee Portal](#)

On the right-hand side under Employee Portal Sign Up, click on Screen Name and enter your desired screen name.

Enter your email address in the Email box and then type it in again beside Verify Email.

In the Organization Client Id field, type in the organization client id found above.

In the **First Name** field, type your first name.

In the **Last Name** field, type your last name.

In the DOB field, type in your date of birth.

In the SSN field, type in your social security number. The value will not be stored on the employee portal. It is only used for validation purposes.

Click the **Sign Up!** button to save your employee profile.

Upon completion, you will see a pop up window like the one below.



As the message states, you must login to your email account to retrieve your temporary password. After you click ok, your browser will redirect you to the sign in page. When you log in to your personal e-mail (the one you gave during the setup above you should see an e-mail from FMS like below (check your spam folder).

From: "FMSPortal@fmssolutions.com" <FMSPortal@fmssolutions.com>
To: newuser@yahoo.com
Sent: Thursday, March 20, 2014 8:03 AM
Subject: FMS Employee Portal Password

This is an automated email from FMS. Please do not respond to this email. If you experience any issues, please contact your HR department rep.

Thank you for signing up for the FMS Employee Portal. Your signin credentials are as follows:

SCREEN NAME : newuser
PASSWORD : tEbS-879
URL : <https://portal2.fmssolutions.com/employee-signin>

This email is to confirm that the FMS Portal has successfully updated your password.

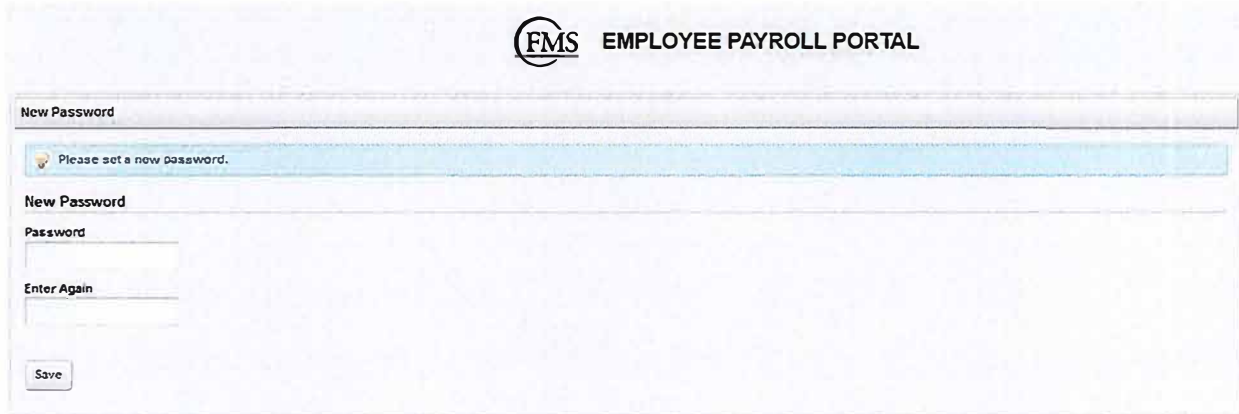
From the e-mail above you can click on the link and it will take you directly to the sign-in page where you can enter your screen name and password from the email (remember the password is case sensitive).

A screenshot of the FMS Employee Payroll Portal sign-in page. At the top, there is a logo for "FMS" and the text "EMPLOYEE PAYROLL PORTAL". Below this is a "Sign In" button with a key icon. Underneath, there are two input fields: "Screen Name" with the value "cporcell" and "Password" with a masked password "*****". There is a "Remember Me" checkbox which is unchecked. Below the input fields is a "Sign In" button. At the bottom, there are two links: "Forgot Password" and "Forgot Screen Name".

You may also bookmark this page on your browser for future use. Here is the link:

<https://portal2.fmssolutions.com/web/guest/employee-signin>

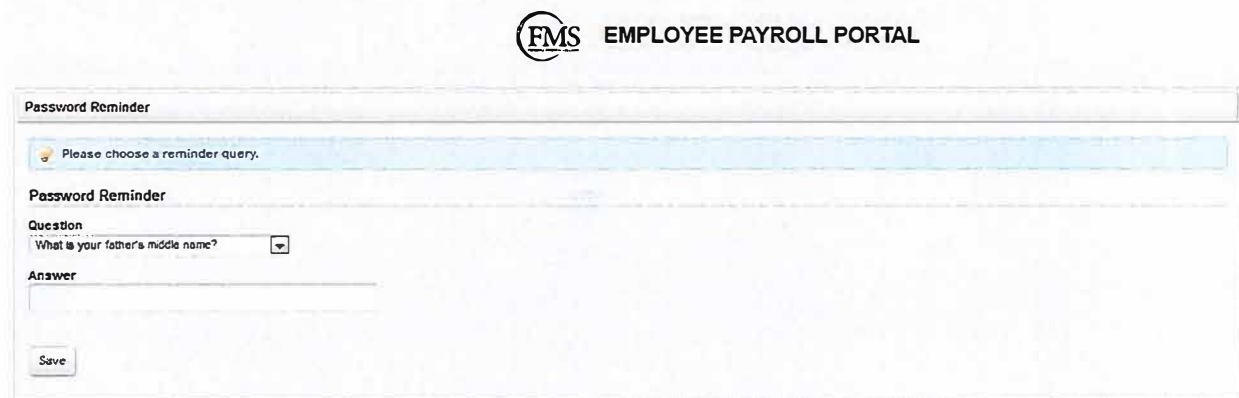
Once you login with your username and temporary password, you may assign a permanent password of your choosing.



The screenshot shows the 'New Password' form in the Employee Payroll Portal. At the top, there is a logo for 'FMS' and the text 'EMPLOYEE PAYROLL PORTAL'. Below the logo, there is a message box that says 'Please set a new password.' followed by two input fields labeled 'New Password' and 'Enter Again'. A 'Save' button is located at the bottom left of the form.

Enter a desired password and click on Save.

After you have logged in, you must set a password reminder question and answer.



The screenshot shows the 'Password Reminder' form in the Employee Payroll Portal. At the top, there is a logo for 'FMS' and the text 'EMPLOYEE PAYROLL PORTAL'. Below the logo, there is a message box that says 'Please choose a reminder query.' followed by a dropdown menu labeled 'Question' with the text 'What is your father's middle name?'. Below the dropdown menu is an input field labeled 'Answer'. A 'Save' button is located at the bottom left of the form.

Select a question from the list and type in an answer and click on Save. This answer will be required if you request a password reset. The question and answer can be changed later.

After you have set the password reminder question and answer, you will be forwarded to the Employee Payroll Portal main page.

Navigating the Employee Payroll Portal

User Preferences

Users may update any of the user preferences by typing in new values into each dialogue box and then clicking on Update.

Paystubs

The current year is displayed first. If prior years paystubs are available, you may click on the buttons around the year number to change years.

Paystubs are sorted descending by date to show the most recent pay stub at the top of the list.

Click on the column header of any column to sort by that column.

Type in a value under the column header of any column to search the column for that value.

Click on View to open the check stub in a PDF view. Adobe Reader is required to view paystubs.