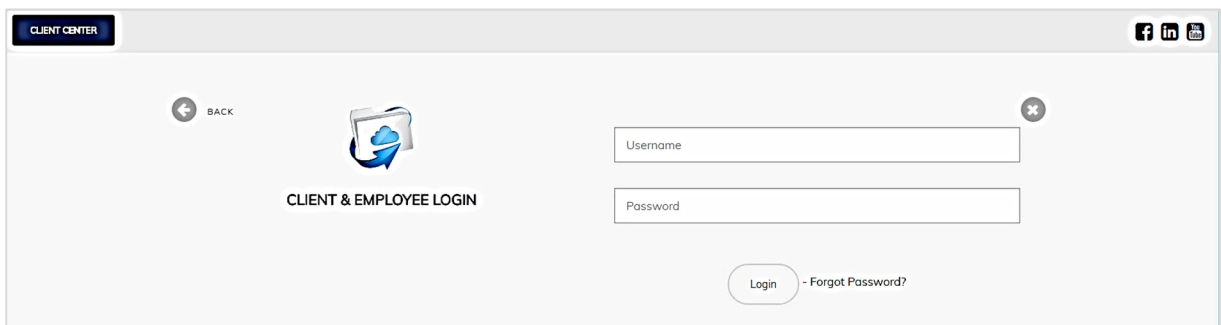# Employee Payroll Portal

This is an overview on accessing your payroll information on your secure employee payroll portal. You should have received an invitation to register for your employee payroll portal. Notify your supervisor if that is not the case or if you have had any issues with registering.

Logging In via the Client Center

Access our website https://www.hscpas.com

1. Select the **Client Center** button on the top left corner of the screen and choose

   the **Client & Employee Login** option.

2. Enter your **Username** and **Password** created when registering (see email).

3. Click **Login**.

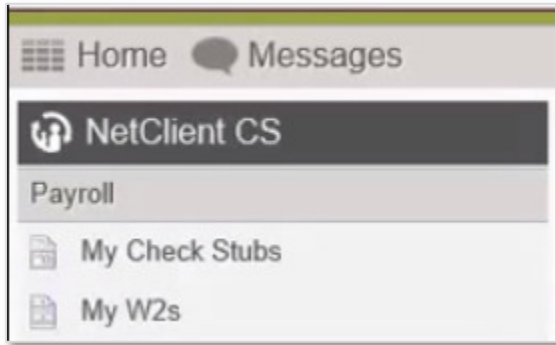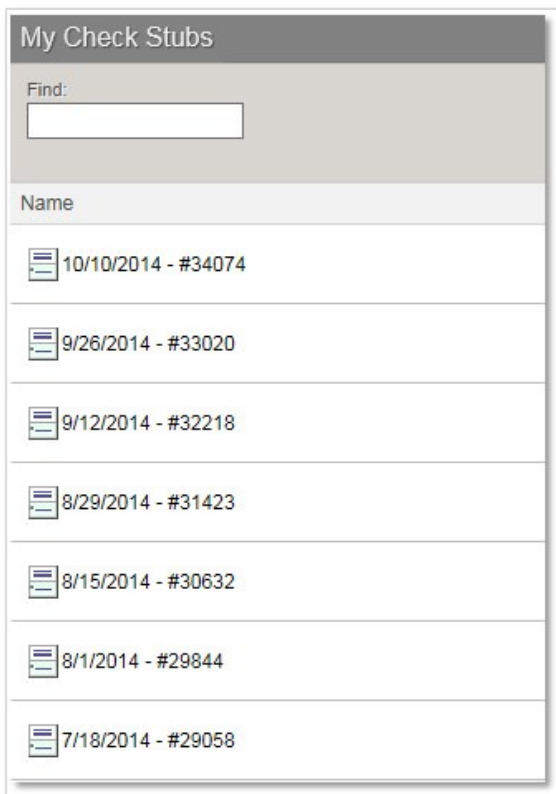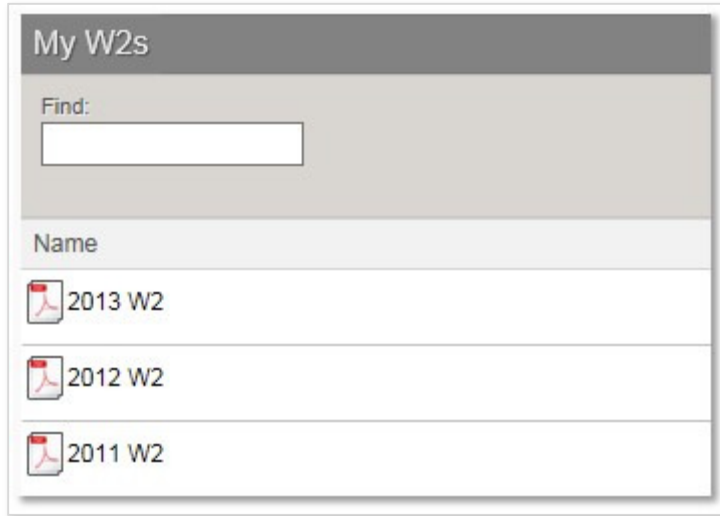## Reviewing Documents on Your Employee Portal

Once you have successfully logged in to your web employee portal you will be able to review your payroll information.

1. In the top left corner click **My Check Stubs** to open and review/print the check stubs currently on file.

2. In the top left corner click **My W2s** to open and review/print the W2s currently on file.

Logging out of the Employee Portal

1. Click your name in the top right corner.
2. Select **Log Out**.